

Registration Cancellation Form

IOWA STATE UNIVERSITY

Notify the Office of the Registrar in one of the following ways:

in person: 10 Enrollment Services Center
email this form to: schedfees@iastate.edu
fax this form to: 515-294-2034, Attn: Cancellations
mail this form to:

Office of the Registrar
Attn: Cancellations
10 Enrollment Services Center
Ames, IA 50011-2011

or AccessPlus: drop ALL your courses before the first day of the term.

How to use this form:

1. Complete all the information below.
2. Return this form by fax or mail (see the fax number or address above).
3. Allow 1-2 working days and then check AccessPlus to confirm your classes have been cancelled.
4. If you have questions about your cancellation, call 515-294-2331; or e-mail schedfees@iastate.edu

Name (please print): _____
(Last) (First) (Middle/Maiden)

Student ID Number: _____ **Term to cancel** _____

Phone Number: _____ E-mail _____

Student Signature (**required**) _____ Date _____

| | | | | | |
|-----------------|----------------|----------------|-----------------------|-------------|------------|
| Office Use only | Reg Last _____ | New _____ | Reentry _____ | P OFF _____ | F.O. _____ |
| | # Cr _____ | Dev Math _____ | Curriculum/Year _____ | | |

*Cancel or Withdraw?

Canceling your registration means you are dropping ALL your courses **before** the first day of the term. Other deadlines apply for some courses such as second half term courses. Call 515-294-2331 for more information.

Withdrawing from the university means that you are dropping ALL your classes **on or after** the first day of the term. You must notify your adviser and your college when you decide to withdraw from the university. Contact your adviser to complete a "Request for Withdrawal" form. Your tuition adjustment is subject to the tuition adjustment schedule and is based on the date you begin the withdrawal process. See www.iastate.edu/~registrar/registration/ for more information.

Other deadlines may apply for courses with special start dates. Call 515-294-2331 for details.

Remember, whether you cancel or withdraw, you **MUST** contact the Office of Student Financial Aid (515-294-2223) to terminate your financial aid; and/or the Department of Residence (515-294-2900) to terminate your residence contract.

Adds, Drops, and Schedule Changes

- Adding a course means you are adding a course that wasn't on your schedule when you registered.
- Dropping one or more course(s) means you are eliminating some (but not all) from your schedule.
- Schedule change means that you are changing your schedule by altering the class time, the class section, or replacing a course on your schedule with another course.

Other deadlines apply for adds, drops, and schedule changes. Call the Scheduling Office at 515-294-2331 or see www.registrar.iastate.edu/calendar for more information.



You must notify the Office of the Registrar and if applicable, the Office of Financial Aid and the Department of Residence of your intent to cancel* your registration.

Before the term begins: see instructions at left. Your full tuition will be refunded.

After the term begins: contact your adviser or major professor to process a withdrawal form. Your tuition will be reassessed based on the tuition adjustment schedule.*