



Seattle University School of Law  
 Office of the Registrar  
 901 12<sup>th</sup> Ave, Sullivan Hall  
 P.O. Box 222000, Seattle WA 98122-1090  
 Phone: (206) 398-4150  
 Fax: (206) 398-4058

# Registration Change Form

Directions:

- This form is to be used for late adding to a course or credits (excluding independent study and externship).
- Or to withdrawal from an individual course.

<b>Last Name</b>	<b>First Name</b>
<b>Student ID</b>	<b>Semester</b>

Registration Change				
Course Number	Title	Professor	Credits	Professor's Signature (See back of form for details)
<b>Total Credits Added</b>				
<b>Total Credits Withdrawn</b>				
<b>Total Enrolled Credits After Late Registration/Withdrawal</b>				

I have reviewed the policies in the Student Handbook and on the back of this form. I understand that tuition will be due immediately after the form is processed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*RETURN THIS FORM TO THE LAW SCHOOL REGISTRAR\*\*\***  
**For Office Use Only – Do Not Write Below this Line**

**Dean's Approval (if required, see back of form for details)**

Dean's Notes:	
Signature	Date

Registrar Use Only  
 Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_

Distribution: Registrar, Business Office, Student Financial Services



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### **Late Registration Deadline**

After the first week and until the end of the third week of classes, students may register for a class only with the professor's permission. No classes may be added after the Friday of the third week of classes.

### **Professor Approvals**

Approval from the course professor is required for **late adding a course after add/drop** or for **withdrawing from a course after the 5<sup>th</sup> week of classes**; except in the following cases:

- The course has a late start-date and the student is adding the course before the course has begun to meet.
- Journal or competition credits are being added by an eligible student.

Approval from the Associate Dean for Affairs is required for late registration if any of the following apply:

- The student is a first-year law student.
- The student will be registered for a credit overload or underload.

### **Credit Levels and Underloads/Overloads**

During the fall and spring semesters, full-time students are expected to enroll in 12 to 16 credits and part-time students are expected to enroll in 8 to 11 credits. Overloads and underloads must be approved by the Associate Dean for Student Affairs.

No full-time student may take more than 18 credits in a fall or spring semester. No part time student may take more than 12 credits in a fall or spring semester. Students taking less than 6 credits in a fall or spring semester are ineligible for financial aid.

### **Attendance**

Class attendance is expected by the faculty. The American Bar Association mandates that the Law School require regular and punctual class attendance in each course undertaken. Students must attend a minimum of 80% of classes for each course. Faculty members are free to implement more stringent attendance requirements. Students who register for a class late are expected to meet these attendance requirements and any classes they have already missed will be counted as absences.

### **Tuition Charges**

Tuition for late-registration classes is due immediately. Once the class is added, students may view their updated tuition statement on SUOnline. Late fees and account holds will be placed for any tuition balances not paid in full one week after registration.

### **Financial Aid**

Changing your credit load can change your financial aid eligibility. Please contact Law Student Financial Services at 206- 398-4250 or [lawfa@seattleu.edu](mailto:lawfa@seattleu.edu) if you have any questions regarding the financial aid implications of your enrollment change.

More information on Seattle University School of Law's withdrawal policies may be found in the Student Handbook.