

HUNTINGDON COLLEGE

Department of Evening Studies

W. James Samford, Jr. School for Business and Professional Studies

1500 East Fairview Avenue
Montgomery, AL 36106-2148
sbpsregistrar@huntingdon.edu

Office of the Registrar
(334) 833-4532
(334) 833-4313 FAX

ENROLLMENT CHANGE FORM

Name of Student _____ SSN XXX-XX- _____ Location _____

I request the following enrollment changes for the _____ term:

**Note to student: If you are ending all enrollment for the semester and do not plan to return to Huntingdon College, please submit a Withdrawal from the College instead of this form.*

<i>For Use by Office of The Registrar Only</i>	<i>Section</i>	<i>Prefix</i>	<i>Course Number</i>	<i>Meeting Day</i>	<i>Circle One:</i>	
(Example)	2M	SBPS	301	M	Add	(Drop/Withdraw)
					Add	(Drop/Withdraw)
					Add	(Drop/Withdraw)
					Add	(Drop/Withdraw)
					Add	(Drop/Withdraw)
					Add	(Drop/Withdraw)
					Add	(Drop/Withdraw)

● **Statement of Liability**

Should I leave Huntingdon College owing money, I understand and agree to the collection policies, as stated in the catalog.

I agree (agreement is required for request to be processed).

● **Return of Title IV Refund Calculation:**

I understand that by dropping a course mid-semester Huntingdon College is required to process a Return of Title IV Refund Calculation (return of federal aid to the government) unless I notify the Financial Aid Office that I do plan to enroll in an additional class within 45 days or that I plan to complete the classes I am already enrolled in for the semester. More information on this matter can be found the College's Catalog.

I understand (agreement is required for request to be processed).

● **Intent to Continue** - To process your enrollment change, you must select one of the following options:

I intend to continue enrollment in any other courses I am currently registered for or I will add another class this semester within 45 days.

I do *NOT* intend to continue enrollment in any other courses I am currently registered for, nor do I intend to enroll in any additional courses.

I am not processing a drop/withdraw from a course at this time.

Student's Signature

Date

Approval:

Advisor's Signature

Date