

# HUNTINGDON COLLEGE

Evening Studies Program

1500 East Fairview Avenue  
Montgomery, AL 36106-2148  
[sbpsregistrar@huntingdon.edu](mailto:sbpsregistrar@huntingdon.edu)

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

## ENROLLMENT CHANGE FORM

Name of Student \_\_\_\_\_ People ID \_\_\_\_\_ Location \_\_\_\_\_

I request the following enrollment changes for the \_\_\_\_\_ term:

<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	Ⓐ	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).  
(initial)

• **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).  
(initial)

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

\_\_\_\_\_ PARTIAL DROPPING/WITHDRAWING - 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.  
(initial)

\_\_\_\_\_ DROPPING/WITHDRAWING ONLY - 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.  
(initial)

\_\_\_\_\_ ADDING ONLY - I am not processing a drop/withdraw from a course at this time.  
(initial)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date