Registration / Course Change Form

Name:		UID:
Year of Study:	Option:	Advisor:
Caltech Email:	Phone Number:	

Students use this form to request registration changes including: adding, dropping, changing sections, changing units, changing the grading scheme. Requests to enroll with time conflicts must use Course Conflict Form.

Instructions:
Fill in the appropriate information and action code. Student is responsible for collecting all signatures on one document.
Return completed form to regis@caltech.edu or bring to CSS room 125 during business hours.

Action Code:
A – Adding Course (with no time conflict)   S – Section Change (indicate new section number)
D – Dropping Course   P/F – Course to be taken Pass/Fail*
U – Unit Change   G – Change from Pass/Fail to Letter Grade*
                                               *The course must have it as a grading option

Action Code	Term &Year (e.g. FA 2025)	Course Offering (e.g. Ma 001A)	Section (e.g. 01)	Units	Instructor's Signature / Date (required for ALL actions except dropping by Add Day)
List the Total Units that you will be enrolled in after the above changes: (required)					

_____
Student's Signature   Date

_____
Associate Dean's Signature   Date
(only required if dropping an Institute Core course)

_____
Advisor's Signature   Date
(required for ALL changes except changing section of current course)

> If you cannot reach your advisor, you may ask your option representative to approve. If you do so, you must send a copy of the fully signed form to your advisor for their reference.