



Student Name

X-number

Email Address

Registration Change Request Form

To request a change to your registration abroad, please complete the steps outlined below:

1. Complete this form in its entirety and save it to your computer.
2. If you are requesting courses that were previously approved by your advising dean, send this completed form as an email attachment to **oiregistration@stjohns.edu**. If you are requesting new courses that were not previously approved by your advising dean as part of your application or advisement process, please send this completed form as an email attachment to **both** your **advising dean** and to **oiregistration@stjohns.edu**.
3. Attend all classes in which you are enrolled, including the class(es) that you have requested to add or drop. You may stop attending your dropped course(s) once you receive confirmation that your request has been approved.

Please keep in mind that all students must take a minimum of 12 credits per semester, with at least nine credits at the campus abroad. All students are also required to be in at least one in-person course at all times throughout the semester.

Visiting students should copy their home institution's Study Abroad office and/or academic advisor.

Program and Rotation

St. John's University School/College (if applicable)

Semester

Advising Dean

	Course Name(s)	Course Reference Number(s)	Module and Country	Approved/Denied
ADD				
DROP				
WITHDRAW				
PASS/FAIL				

Reason for request: _____

How many credits are you currently enrolled in this semester? _____

How many St. John's University Distance Learning classes are you enrolled in this semester? _____

If you are requesting to drop/withdraw, will you still be enrolled in at least one on-site class in each module? _____

Advising Dean's Signature _____

Date _____