

University of Arkansas  
Administrative Change of Registration

ID#: \_\_\_\_\_ Name: \_\_\_\_\_ Email: \_\_\_\_\_

Year: \_\_\_\_\_ Term: \_\_\_\_\_ College: \_\_\_\_\_ GRAD UGRD

Department or Dean's Office Use Only

**Reason for Administrative Action** *Form will be returned if appropriate boxes are not checked or has missing information.*

Overrides	Adjust Fees	Yes	No	Final Grade Roster Clean Up Only
Full Class (Instructor & Department Head Sign)				Placement Never Attended. No fee adjustment.
Class Time Conflict (Instructor & Student Sign)				Advising Error
Co/Pre/Dual Requisite (Instructor & Department Head Sign)				Lacks Pre-requisite(s)
Consent Required (Instructor Sign)				Section (or Class) Canceled
Late Registration (All Sign)				Change of Section or Section Added
Other - See explanation				Waive late registration fee (explanation required)

Explanation:

Action	UAConnect Class #	Subject	Catalog #	Section #	Variable Hrs.	Student's Location	Instructor's Signature
EXAMPLE	2992	PHYS	502V	001	2	AR - Arkansas	<i>Ray Z. Orback</i>
D							
R							
O							
P							
A							
D							
D							
AUDIT							

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

\_\_\_\_\_  
 Student's Dean's Signature Date

\_\_\_\_\_  
 Department Head's Signature Date

\_\_\_\_\_  
 Instructor's Dean's Signature Date

**Please scan and email completed form to: [registra@uark.edu](mailto:registra@uark.edu)**

Office of the Registrar Use Only

*Your request cannot be processed due to:*

- Exceeds term limits.
- Change creates a time conflict with \_\_\_\_\_.
- Is already in section \_\_\_\_\_ of the same class.
- The class number does not match class for this term.
- Has a \_\_\_\_\_ hold.

- Is missing the Student's Location Indicator.
- Is missing a co/pre/dual-requisite for this add.
- Will be missing a co/pre/dual-requisite if this class is dropped.
- Is missing a number of variable credit hours.
- Missing signature from \_\_\_\_\_.

Other Reason:

\_\_\_\_\_  
 Posted to UAConnect Date

\_\_\_\_\_  
 Returned By Date