

**Registration Change Form  
Graduate and Evening Programs  
Salem State University**

\* For walk-in registration purposes only \*

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City or Town State Zip

Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Check one:  Graduate  Undergraduate  Non-Credit

Check if payment was made by MasterCard, Visa, DISCOVER, or American Express.

Course cancelled by SSU.  Other: \_\_\_\_\_

**Applicable Semester for request (check one):**

Fall

Spring

Summer Session I

Summer Session II

Other

**Year 20**\_\_\_\_\_ **Start date** \_\_\_\_\_

Please check all boxes that apply, below:

4 Digit Reg#	Course #	Section #	Credits	Course Name	Instructor	Day	Time	Add	Drop*	Refund	Audit	Credit

**Refund Policy:**  
 The date and time that notification is received from the student will be the official date and time of withdrawal.

**Refund policy for Fall and Spring Semesters:**  
 Withdrawal before 1<sup>st</sup> meeting - 100% refund less \$20.00 administration fee  
 Withdrawal before 2<sup>nd</sup> meeting - 90% tuition only refund  
 Withdrawal before 3<sup>rd</sup> meeting - 50% tuition only refund  
 Withdrawal after 3<sup>rd</sup> meeting - No refund

**Refund policy for Summer Session I & Summer Session II:**  
 Withdrawal before 1<sup>st</sup> meeting - 100% refund less \$20.00 administration fee  
 Withdrawal before 2<sup>nd</sup> meeting - 90% tuition only refund  
 Withdrawal after 2<sup>nd</sup> meeting - No refund

**Refund policy for Non-Credit Courses:**  
 Withdrawal before 1<sup>st</sup> meeting - 100% refund less \$20.00 administration fee  
 Withdrawal before 2<sup>nd</sup> meeting - 50% tuition only refund  
 Withdrawal after 2<sup>nd</sup> meeting - No refund

**Refund policy for Special Format Courses (includes Winter Session, Summer Institutes, and Accelerated Courses):**  
 Withdrawal before 1<sup>st</sup> meeting - 100% refund less \$20.00 administration fee  
 Withdrawal before 2<sup>nd</sup> meeting - 50% tuition or fee refund  
 Withdrawal after 2<sup>nd</sup> meeting - No refund

\* For regular scheduled, **graduate** classes, students will receive a "W" grade after the first class meeting and an "F" grade after the 4<sup>th</sup> meeting.

**Note: refunds are based on dates of scheduled class meetings, not on attendance.** Refunds will be processed through the Fiscal Affairs Office and sent to students approximately 6 weeks after classes have started. Tuition and fees are refunded if the University cancels the course. The University is not responsible for finance charges incurred on your credit card statement.

**For Office Use Only**      **Staff Initials** \_\_\_\_\_

**Notes:**