



Inter American University of Puerto Rico
Registrar's Office

REGISTRATION, CLASS CHANGES AND PARTIAL WITHDRAWALS**STUDENT INFORMATION**

1. Process ☐ Registration ☐ Change ☐ Partial Withdrawals
2. Student Number _____ 3. Surnames _____
4. First Name _____ 5. Phone _____
6. E-mail _____ 7. Academic Term _____
(See table on reverse side)
8. Academic Unit _____

REGISTRATION OR ADDITIONS

Course Reference Number	Course Subject	Course Number	Course Title	Crs.	Days Class Meets							Schedule		Room	*Authorization (If applicable)
					M	T	W	R	F	S		From	To		

☐ **FEES ACCEPTANCE:** I accept the enrollment fees and authorize to charge them to the awarded financial aid and, create a deferment of the pending balance, if necessary.

Date _____

Student initials _____

PARTIAL WITHDRAWALS

Reason for the withdrawal: ☐ Course Cancellation ☐ Schedule Conflict ☐ Illness ☐ Personal Problems

☐ Work Conflict ☐ Others _____

[illegible]

Date _____

Student's Signature

Financial Aid Director or Technician Signature

Bursar's Director or Technician Signature

OFFICIAL USE

Processed by:

Date: (M-D-Y)

INSTRUCTIONS

Student information

1. Select the process to be done.
2. Complete all the sections of the student information.

Registration Process and Addition

1. Indicate the course section number, the subject, number and title of each course that will be included in your registration. Select the days and hours of the section. (This information is available in the Schedule Program of your campus.) ***Some courses may require the authorization from the department director or academic dean. The Title IV funds can only be used for paying courses of your major and minor.**
2. Select the acceptance fee box, include your initials and present the form in the Registrar's Office. (Online students can send the form by email. **Note:** In case that you didn't apply for financial aid or don't qualify for receiving it, you must present the form in the Bursar's Office to process the payment of tuition and fees with personal funds.
3. You will receive your official registration by email or postal mail.
4. In case there is a situation for processing your registration, the Bursar's Office or Financial Aid Office will contact you.

Change Process

1. In **Section I** indicate the information of the course that will be added and in **Section II** the information of the course that will be dropped.
2. Write the date and sign the document.
3. Return the form to the Registrar's Office. (Online students can send the form by email.)

Partial Withdrawals Process

1. Indicate the reason for the partial withdrawal.
2. Indicate the course section, subject, number and title for each course that will be dropped.
3. Request the signature of the course instructor, department director or academic dean.
4. Request the signature of the Bursar's Director and Financial Aid Director.
5. Write the date and sign the document.
6. Return the form to the Registrar's Office. (Online students can send the form by e-mail.)

ACADEMIC TERMS SCHEME

Each academic term is represented with six digits. The first four digits represent the natural year corresponding to the second semester and the last two digits, represents to the term codes described in the following table.

Code and Term

04	Summer (July)
07	Intensive Session (August)
10	Semester (August-December)
11	Semester - Optometry (August-December)
12	Medical Technology (August-March)
13	Trimester (August-October)
15	Semester- Law School (August-December)
16	Semester-Technical Certificates (August-December)
17	Bimester (August-October)
18	Bimester (October-December)
23	Trimester (November-February)
27	Intensive Session (January)
30	Semester (January-May)
31	Semester-Optometry (January-May)
33	Trimester (February-May)
34	Medical Technology (March-August)
35	Semester Law School (January-May)
36	Semester Technical Certificates (January- May)
37	Bimester (January-March)
38	Bimester (March-May)
50	Summer (June)
51	Intensive Session (June)
55	Special Summer Session (June-August)
56	Summer (June)

GLOSSARY OF TERMS USED IN THIS FORM

1. **Authorization.** Permission granted to the personnel designated by the chancellor or dean of the academic unit.
2. **Changes.** Any modification to the registered courses.
 - a. **Addition.** Adding one or more courses to the course enrollment registered.
 - b. **Partial Withdrawal.** Dropping from one or more of the enrolled courses.
 - c. **Section change of a course.** Is the process of dropping the registered section of a course and adding another.
3. **Days classes meet.** **M**-Monday **T**-Tuesday **W**-Wednesday **R**-Thursday **F**-Friday **S**-Saturday
4. **Registration.** The selection of courses for an academic term or session.
5. **Section Number.** Is the figure of five digits that identifies the course section offered in a particular schedule.
6. **Term.** Time frame for offering the courses.