



Instructions:

- Step 1: Complete student information.
- Step 2: Submit to your academic advisor.
- Step 3: Student returns to Records and Registration.

Changes after the Last Day to Add
will incur
Late Transaction Fees.

Step One: To be completed by the **Student**.

UNM ID Number Term

Student Signature

Student Name Date

By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course(s).

Step Two: To be completed by the **Academic Advisment Unit**. Student must obtain overrides (capacity, prerequisite, co-requisite, duplicate, special approval, etc.) prior to submitting this form.

The above student is *exempted from the following* Academic Foundations course:

CRN

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Dept: _____ Course # _____ Section # _____

Source of Exemption:

- Examination Score Placement
- Multiple ACT Scores
- Advanced Course Completion
- Administrative Exemption or Postponement
- Withdrawal (see below)
- Other: _____

Advisor Signature College/School Date

OR

The above student is changing to another section of Academic Foundations. **Changes to waitlisted sections are not allowed.**

Drop CRN

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Dept: _____ Course # _____ Section # _____

Add CRN

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Dept: _____ Course # _____ Section # _____

Signature is *not* required for section changes.

Step Three: To be completed by the **Student**.

Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall - North or Student Support and Services Center.

Withdrawal of Distance Students: To be completed by the **Student**. Note: Advisor must return this form in person with a valid photo identification.

I certify that I am unable to travel to UNM Main Campus to submit this document in person and give permission to the following Academic Advisor to submit this single transaction on my behalf: _____

Advisor, Printed Name College/School

Student Signature Date

For Office Use Only

Processed By: _____ Fee Charged: _____ Date: _____