Softdocs etrieve - Form Instructions
REG Registration Request - Add/Drop/Withdraw

Direct link to form: https://dom.etrieve.cloud/central/forms/316

Alternate access:
1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
2. Click on "Forms"
3. Scroll down to "Office of the Registrar" section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Workflow process:
1. Student starts form and their information autofills.
2. Student completes their sections and signs.
3. Student receives an email confirming submission.
4. Director of Student Care and Retention receives an email notification to approve/deny, if drop/withdraw all courses
5. International receives an email notification to approve/deny.
6. Advisor receives an email notification to approve/deny.

7. Dean receives an email notification to approve/deny, if over 18 hours or late add/drop/withdraw
8. Stars Connect processes approval requests.
9. If denied, email notifications sent to: Student, Advisor, Stars Connect
10. If approved, email notifications sent to: Advisor, Student, Stars Connect
11. Business Office receive email notification to review.
12. Financial Aid receive email notification to review.
13. Athletics receive email notification to review, if applicable.
14. Residence Life receive email notification to review, if applicable.
15. Form files in Softdocs etrieve Content (document repository).
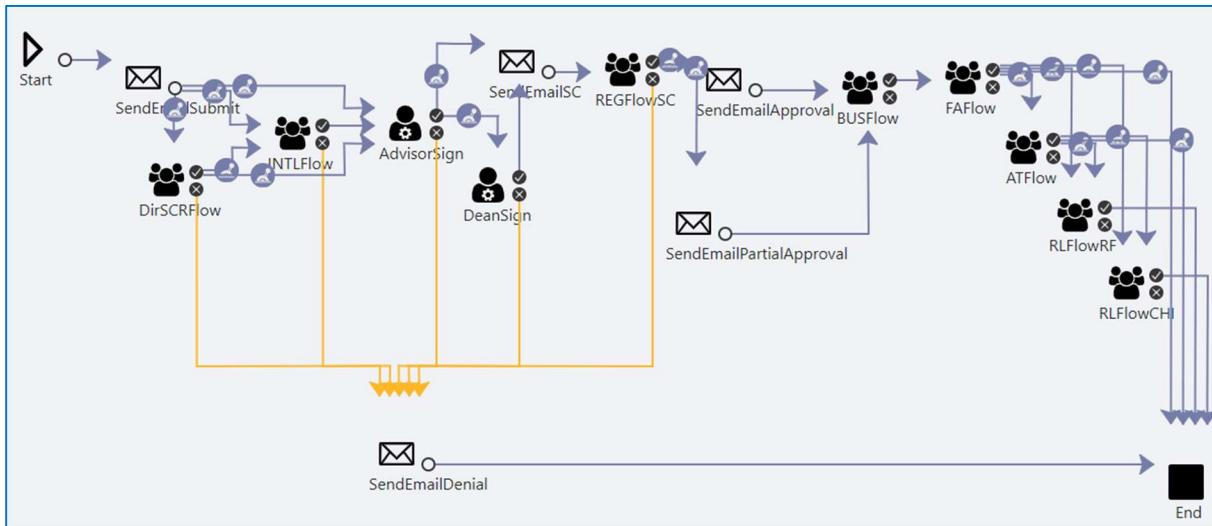
Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

Needs Review = YOU need to act
In Progress = SOMEONE ELSE needs to act
Completed = All done!

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).
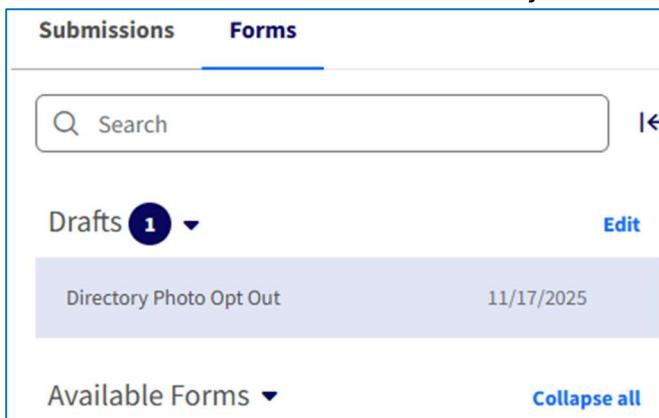
From the form list, click "edit," checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.
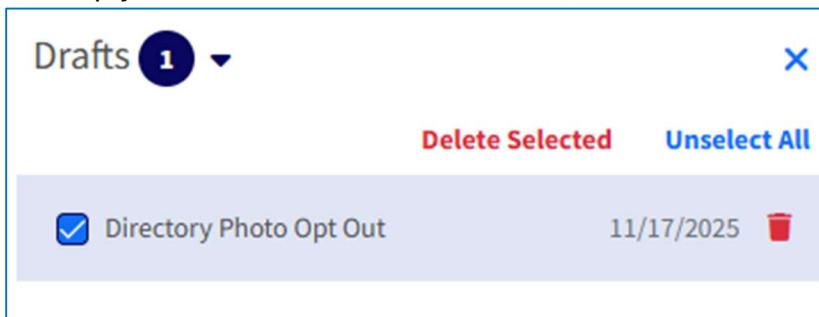
When a draft is open, it can also be deleted using trash icon at bottom of form.

Form errors:

All boxes with red asterisk must be completed to "submit" a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.

Example screenshots:

DOMINICAN UNIVERSITY
Office of the Registrar
7900 W. Division St, River Forest, IL 60305

Registration Request - Add/Drop/Withdraw
create new course schedule / change established schedule

Form started by: student

Complete this form ONLY if you CAN'T register or change course schedule on MyDU

Please see the University Bulletin for information:

- **Undergraduate Changes in Registration**
- **Graduate Changes in Registration**
- **Add-Drop Period Withdrawal**

Please note:

1. You will need to resolve any of the following holds before submitting this form:
   - Outstanding student accounts
   - Registration clearance by your advisor
   - Outstanding course prerequisites
2. The Dean's approval and signature are required when
   - Registering for over 18 hours
   - Requesting late
3. The ability to Add/Drop/Withdraw from courses is dictated by the **Academic Calendar**. Requests to drop courses after the add/drop deadline are considered withdrawals and will appear on your transcript as attempted but not earned credit.
4. Changes take 24-48 business hours to process as they are reviewed by multiple offices.

Withdrawal

Students who wish to withdraw from the university must inform their college office in person or in writing. No refund is given for unauthorized withdrawal. Upon notification that the student has withdrawn from the university, grades of W will be recorded for all courses from which the student withdrew. When the student accounts office has received notice of withdrawal from the advising office, refunds, if appropriate, will be made in keeping with the schedule outlined on the **Admissions, Financial Aid, and Student Accounts (Tuition and Fees)** page. Click **here** for additional information on enrollment changes & your financial aid.

Student Information

Student DU ID

9⬛⬛⬛⬛

Student Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

Student Personal Phone #

⬛⬛⬛⬛

Advisor Full Name

Marjorie Luce

Advisor DU Email

mluce1@dom.edu

Total Credit Hours Earned

110

Division

UG

Prospective Graduate

No

Major

CPSCI

Additional Majors or Minors

No | No | MATHM | No | No

Type of Hold

No Holds

Description of Hold

No Holds

To Resolve Hold

No Holds

Holds must be cleared BEFORE submitting this form

Athlete	Resident Housing	Visa
No	No - Commuter	No

Athletes & Students Living On-Campus

- Must maintain at least 12 credit hours at all times during school year + 24 credits every 2 semesters.

International students (F-1/J-1 visa) - Undergraduate

- Must maintain at least 12 credit hours per semester.

International students (F-1/J-1 visa) - Graduate

- Need 9 credit hours per semester (or 18 credit hours over 3 semesters).

Check box *

☑ I understand these requirements as they apply to my situation.

Academic Year *

2025-26 ⌄

Academic Term *

Spring ⌄

I want to ADD course(s) *

Yes ⌄

I want to DROP/WITHDRAW course(s) *

| ⌄

No

Yes, drop/withdraw ALL courses

Yes, drop/withdraw SELECT course(s)

REMINDER: Requests to drop courses after the **add/drop deadline** attempted but not earned credit. Review the **Academic Calendar** for

Add option: 1 or more courses (up to 5)
Drop/Withdraw options: ALL courses... or SELECT courses

To drop/withdraw ALL Courses

Drop/Withdraw ALL Course(s)

Tuition Refund Schedule

Registered Courses and Credit Hours

Hours	Course Code	Course Name
3.00	LAS 416 01	LEADING A GOOD AND JUST LIFE
3.00	PHIL 120 02	BEING HUMAN:ITS PHILOSOPHICAL DIMEN
3.00	CPSC 415 01	ADV DATABASE DEVELOPMENT
3.00	CPSC 475 02	SENIOR SOFTWARE DEVELOPMENT II
3.00	INF 160 01	INTRODUCTION TO DATA SCIENCE

What I want to do *

⌄

When I want to do it *

⌄

Why I am doing it *

⌄

Written Statement *

If you wish to attach any documents, then do so here.
PDF and JPEG only

Drag and drop files here to upload

What I want to do *

[▼]

Withdraw from University and not return in the future

Take a leave of absence and return in the future

When I want to do it *

[▼]

immediately / current term

next term

Why I am doing it *

[▼]

due to financial reasons

due to medical reasons

due to personal reason

due to course availability

in order to transfer to another university

in order to work (within my field of study)

in order to work (outside my field of study)

in order to serve in a church/religious mission

in order to serve in the US Armed Forces

in order to serve in the US Foreign Service

other

To drop SELECT Courses

Drop/Withdraw SELECT Course(s)

Tuition Refund Schedule

Select 1st Course *

CPSC 415 01 - ADV DATABASE - Currently Enrolled

CPSC 425 01 - ARTIFIC INT - Dropped

CPSC 434 01 - PRIN UNIX - Dropped

CPSC 475 01 - SR SFTWR DEV II - Dropped

CPSC 475 02 - SR SOFTWARE DEV - Currently Enrolled

Select 1st Course *

CPSC 415 01 - ADV DATABASE - Currently Enrolled

Drop/Withdraw 2nd course? *

Yes

Select 2nd Course *

CPSC 475 02 - SR SOFTWARE DEV - Currently Enrolled

Drop/Withdraw 3rd course? *

Yes

Select 3rd Course *

INF 160 01 - INTR DATA SCI - Currently Enrolled

Drop/Withdraw 4th course? *

Yes

Select 4th Course *

LAS 416 01 - GOOD JUST LIFE - Currently Enrolled

Drop/Withdraw 5th course? *

Yes

Select 5th Course *

PHIL 120 02 - PH-BE HUM: PH D - Currently Enrolled

To add 1 or more courses

Add Course Information

Course Department *

CIS - Computer Information Systems ⌄

Select a Course *

CIS 120 04 ⌄

Course Code/Section

CIS 120 04

Course Title

INTRO COMPUTER APPLICATIONS

Course Credit Hours

3

Location

MAIN

Meeting Days

▬▬▬

Instructor Full Name

Ellen Alamilla

Instructor DU Email

ealamilla@dom.edu

Course Code Selected

CIS

APPID

97211

Do you want to add a 2nd course? *

Yes ⌄

Add Course 2 Information

Course Department 2 *

ART - Art and Design ⌄

Select a Course 2 *

ART 105 02

Course Code/Section 2

ART 105 02

Course Title 2

FUNDAMENTALS OF DRAWING

Course Credit Hours 2

3

Location 2

MAIN

Meeting Days 2

⬛⬛

Instructor Full Name 2

Frank Spidale

Instructor DU Email 2

fspidale@dom.edu

Course Code Selected 2

ART

APPID 2

97213

Do you want to add a 3rd course? *

Yes

Add Course 3 Information

Course Department 3 *

MUS - Music

Select a Course 3 *

MUS 107 01

Course Code/Section 3

MUS 107 01

Course Title 3

MUSIC THEORY I

Course Credit Hours 3

3

Location 3

ON-LI

Meeting Days 3

⬛⬛

Instructor Full Name 3

Ashley Wang

Instructor DU Email 3

awang1@dom.edu

Course Code Selected 3

MUS

APPID 3

100423

Do you want to add a 4th course? *

No

Registration Terms

The University reserves the right to make schedule changes or changes in modality that are necessary due to any unforeseen event or circumstances beyond their control.

TERMS

PLEASE READ BEFORE SIGNING

Signature on registration form constitutes acceptance of these terms.

1. Payment of tuition and other fees becomes your obligation as soon as you register for classes. This obligation remains until the debt is paid in full or until you officially withdraw from the college within the refund period. The University reserves the right to make schedule changes or changes in modality that are necessary due to any unforeseen event or circumstances beyond their control.
2. Nonpayment of tuition and fees and nonattendance of classes does not constitute official withdrawals from Dominican University. Withdrawal from Dominican University can only be accomplished by completing the online **Registration Request - Add/Drop/Withdraw Softdocs etrieve form** to Stars Connect by the appropriate **deadlines**.
3. All financial obligations are due in full by the first day of your class. If you are unable to pay in full, arrangements must be made with the Student Accounts Office.
4. If you leave Dominican University with an unpaid balance, Dominican University reserves the right to seek collection of your account. This includes assessing reasonable legal and collection fees to your account, assigning your account to an external collection firm, and reporting your account to national credit bureaus.
5. You will not have access to your diploma and/or transcripts until all financial obligations have been met.
6. If you feel the debt on your account is not valid you can file a dispute within 60 days of the first statement that contained the mistake. Please send all disputes to the **Student Accounts Office** at **bursar@dom.edu**.

WITHDRAWAL FROM CLASSES

Withdrawal from class must be done formally through the Office of the Registrar. Failure to attend classes or merely giving notice to the instructor will not be regarded as an official notice of withdrawal. Forms are available in Lewis 115 or on the registrar's website; if you cannot come in to complete a form, written notice via fax or mail will be accepted.

A student withdrawing from a class may be liable for part or all the tuition depending on the date of withdrawal. See the current refund schedule on the Student Accounts website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I understand that information about my rights under FERPA is available on the Registrar's website and I further understand that this serves as my annual notification of my rights as required by FERPA.

WAITLISTS

I agree to abide by the waitlist policy posted on the Registrar's website and acknowledge that the policy allows me to waitlist for no more than one section of a course in a given term. I further understand that:

- I can be enrolled in one section of a course and on the waitlist for no more than one other section
- if I am on the waitlist for a section of a course that is in a cross-listed relationship with other course section, I may not also add myself to the waitlist of one of the other course sections in the cross-list
- this restriction does not apply to variable topics courses – different courses that use the same numbers – that are designated as such in the course description

I acknowledge that if I am waitlisted for more than one section of a course (as outlined above), I will be dropped from the waitlist(s) of all but the last (i.e. most recent) section for which I waitlisted.

I also acknowledge that I am not to attend those classes for which I am waitlisted and am only eligible to attend after being notified that I have been moved from the waitlist onto the class list.

I understand that it is my responsibility to monitor my Dominican email account for questions from the Office of the Registrar regarding my schedule and for information on whether I have been enrolled into a section from the waitlist.

Signatures

Student Signature *
I understand that this constitutes my legal signature on this document.

Student Signature Date *

_____

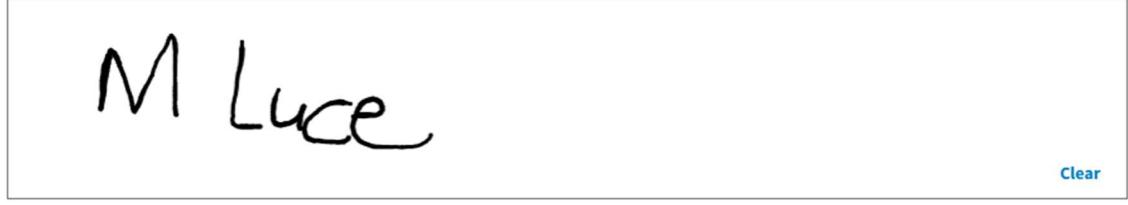**Signature**   ✕

✎ **Draw**   ⌨ **Type**

M Luce

Clear

☑ I understand that this constitutes my legal signature on this document.

Cancel   **Create Signature**

Draw OR Type your signature

Signature   ✕

✒ Draw   ⌨ **Type**

Full Name

Marjorie Luce|

Preview

Marjorie Luce

☑ I understand that this constitutes my legal signature on this document.

                                                                    Cancel   **Create Signature**

Student Signature *   Student Signature Date *
I understand that this constitutes my legal signature on this document.

    M Luce)   01/25/2026   📅

          ⤓ Save | + Add Attachment(s)   ✈ Submit

                              ✓

Registration Request - Add/Drop/Withdraw V1
                    submitted
          Your form has been submitted and will be processed soon.

Director of Student Care and Retention Signature *   Director Signature Date *
I understand that this constitutes my legal signature on this
document.

          M Luce   02/01/2026   📅

Approved? *   Denial Reason *

┌─────────┐   ┌─────────────────────────────────────┐
│ No   ⌄ │   │ Whatever reason is given   │
└─────────┘   │   │
                     └─────────────────────────────────────┘

International DSO Signature
I understand that this constitutes my legal signature on this document.

M Luce

INTL DSO Signature Date

01/25/2026 📅

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Advisor Signature *
I understand that this constitutes my legal signature on this document.

Advisor Signature Date *

📅

Route to Dean for approval? *

Yes, this request puts student over 18 hours

Yes, this is a late add/drop request

Yes, over 18 hours + late add/drop request

No

Advisor Signature *
I understand that this constitutes my legal signature on this document.

Pete Peterson

Advisor Signature Date *

01/25/2026 📅

Route to Dean for approval? *

Yes, over 18 hours + late add/drop request

Dean Full Name *

Marjorie Luce - IT Form Testing Only

Dean DU Email

mluce1@dom.edu

Approved? *

No

Denial Reason *

Whatever reason the Advisor puts here (or International, or Dean or Registrar).

⬇ Save   🔒 Unlock   ✕ Decline   ✓ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Dean Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce

Dean Signature Date *

01/25/2026

Approved? *

No

Denial Reason *

Whatever reason the dean puts here.

⤓ Save   🔓 Unlock   ✕ Decline   ✓ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Approved? *

Partial

Partial Approval Reason *

You asked to add the same class twice, so it is only approved once (partially).

REG Office Use Only

Student Status *

Currently Enrolled

Grad or Inactive Date

Notes

⤓ Save   🔓 Unlock   ✕ Decline   ✓ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Business Office, Financial Aid, Athletics, Residence Life

⤓ Save   🔓 Unlock   ✓ Reviewed

DON'T FORGET TO CLICK REVIEW!!