

# Registration Transaction Forms (RTF)

The RTF-EZ is used for registration transactions for the current semester. It requires instructor's signature for registration of closed courses and courses that require permission. Please bring the RTF-EZ to Colonial Central and it will be processed on the spot! We do not accept RTF-EZs by mail or fax.

## **The RTF-EZ is used for:**

- Registration into closed courses (not to exceed the classroom capacity)
- Courses that require permission of the instructor or department
- Major/Level/Class/Degree restrictions
- Pre-requisite waivers

You can use the RTF-EZ for registrations up until the 4th week of the semester (2nd week for summer) and for drops/withdrawals up until the 8th week (4th week for summer).

## **The Standard Registration Transaction Form is used for:**

- Exceptions to academic policy
- Time conflicts
- Grade mode changes (pass/fail, credit/no-credit, audit)
- Credit hour changes
- Exceeding the maximum amount of credit hours you are permitted to take each semester
- Registration changes made by mail or fax
- Continuous Enrollment/Leave of Absence
- Internship courses
- Registrations beyond the 4th week of the semester (2nd week for summer) and for withdrawals beyond the 8th week (4th week for summer)