

SCHEDULE CHANGE FORM

REGISTRAR'S OFFICE



Adding or dropping courses should be completed through Student Planning during the add/drop period, and this form should **ONLY** be used for extenuating circumstances such as advising mistakes or technical difficulties. Adding or dropping a course after the add/drop period (see academic calendar for dates) must be approved by the Dean.

Student Name

Student ID

Phone Number

ADD

Term

Course Prefix/Number/Title

Instructor Signature

Term

Course Prefix/Number/Title

Instructor Signature

Term

Course Prefix/Number/Title

Instructor Signature

DROP

Term

Course Prefix/Number/Title

Instructor Signature

Term

Course Prefix/Number/Title

Instructor Signature

Term

Course Prefix/Number/Title

Instructor Signature

Please read the following and sign:

I understand that dropping/adding courses may affect my enrollment status and monies awarded or charged to me.

Student's Signature and Date

Advisor's Signature and Date

Assistant Dean's Signature and Date (Dean signature required for late schedule changes only)

RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE

OFFICE USE ONLY

Date Entered

By (initials)

Notes