

# SCHEDULE CHANGE REQUEST

(ADD/DROP\*-WITHDRAWL\* FORM)

**NOTE:** All requests for **ADDS** must have your **advisor's approval before** such requests will be considered.

Name \_\_\_\_\_ Date \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ No. credits before change \_\_\_\_\_ No. credits after change \_\_\_\_\_

(Student acknowledges that changes may affect finances; for example: fees, changes in status and aid.)

Signature \_\_\_\_\_

1. If the change(s) will increase your bill by \$100.00 or more, *you must have approval from Student Financial Services:*  
\_\_\_\_\_ (Signature of Approval)
2. A \$5.00 change fee will be charged to your account and will appear on your bill.

## ----- DROPPING A COURSE -----

I wish to WITHDRAW\* FROM the following course(s):

<u>DEPT</u> <u>NAME</u>	<u>COURSE</u> <u>NUMBER</u>	<u>SECTION</u> <u>LETTER</u>	<u>COURSE TITLE</u>	<u>NUMBER OF</u> <u>CREDITS</u>	<u>PROFESSOR</u>	<u>LAST</u> <u>ATTENDED</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

## ----- ADDING A COURSE -----

I wish to ADD the following course(s):

<u>DEPT</u> <u>NAME</u>	<u>COURSE</u> <u>NUMBER</u>	<u>SECTION</u> <u>LETTER</u>	<u>COURSE TITLE</u>	<u>NUMBER OF</u> <u>CREDITS</u>	<u>PROFESSOR</u>	<u>ADVISOR'S</u> <u>SIGNATURE</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**BRING COMPLETED FORM IN PERSON TO THE REGISTRAR'S OFFICE**

\*ADD/DROP period is only in effect for the first week of the semester. Classes can only be added to a schedule during this time. Any classes dropped will not be reflected on your official transcript.

\*Withdrawing from a course after the Add/Drop period has finished results in a WD on your transcript.

O:Registrar;Regoff;forms;Course Change Request2 5/05ywj