UNDERGRADUATE
Current Term Schedule Changes Request
To be used for changes requested after the add/drop period.

ID ___________________________ Last name ___________________________ please print

DATE: __________________________ First name ___________________________ please print

Course Add
Class Nbr: __________ Dept: _______ Number: _______ Section: _______ Units: _______
check one: Regular grading ___ Audit ___

Course Instructor approval signature

Course Department approval signature

Student’s Major college approval signature needed if this add places the student in an overload situation.

Course Section Changes
Current enrollment is in Class Nbr: __________ Dept: _______ Number: _______ Section: _______
Change enrollment to Class Nbr: __________ Dept: _______ Number: _______ Section: _______

Course Department approval signature

Student’s Major College approval signature

Grading Basis Changes
Change course Class Nbr: __________ Dept: _______ Number: _______ Section: _______
from _____Credit to Audit or _____Audit to Credit

Course Instructor approval signature

Student’s Major College approval signature

Course unit changes
(Variable number hour course changes)
Change the number of units for course
Class Nbr: __________ Dept: _______ Number: _______ Section: _______
from _____units to _____units

Course Department approval signature

Student’s Major College approval signature

STUDENT SIGNATURE

Submit this form to Registration and Records Williston Hall for processing.
NOTE: Submission of changes on anything other than this form will not be processed!
The add/drop and withdrawal deadlines for classes of shorter length will be prorated based on the number or class meetings and the length of the class.

rev. 09/28/09