

Schedule Change (Drop/Add) Form



Indicate semester and year:

Fall Spring Summer Year _____

Please print clearly:

_____ Last Name First Name M.I. Student ID#

Drop:

	Dept Prefix	Course #	Sec	Cred Hrs	Course Title	Days	Instructor Signature (required beginning 1 st day of semester)
1							
2							
3							
4							
5							

Add:

	Dept Prefix	Course #	Sec	Cred Hrs	Course Title	Days	Instructor Signature/ Authorized Override (required beginning 1 st day of semester)	P, E, T Code *
1								
2								
3								
4								
5								

*Approval Codes (P, E, T): **P** - waive prerequisite requirement; **E** - approval to enroll/override enrollment limit; **T** - time conflict is okay
Courses requiring approval codes must be added in person at the Office of the Registrar.

There is a fee for course changes after the close of late registration.

Total Hours before Change:

Total Hours after Change:

If hours total 19 or more, approval by the Dean of Academic Affairs is required (see back of form for details).
 Students on academic probation are limited to 16 hrs; approval by the Dean of Academic Affairs is required to register for more than 16 hrs.

Pass/Fail and Audit Options: Restrictions on the pass/fail option and audit option are detailed in the Course Catalog. To change a course from graded to pass/fail, enter "G" in the credit hour column in the drop section and enter "P/FL" in the credit hour column under the add section. To change a course to audit, enter "AU" in the credit hour column. **If taking a course pass/fail or by audit, you must bring this form to the Office of the Registrar for in-person processing.**

Student Acknowledgement

I understand this planning form does not guarantee me a seat in the above classes. I must make changes through my CAMS student portal before 4pm on the Friday immediately prior to the 1st day of the semester. On or after the 1st day of the semester, I must obtain the signatures of all instructors, my advisor, and bring this form to the Office of the Registrar for processing by the published deadline.

Advisor Use Only

 Advisor Signature Date

 Printed Advisor Name

Comments: _____

 Student Signature Date