|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | ID#: |  |

**SCHEDULE CHANGE FORM**



Schedule changes are not effective until this form is filed in the Registrar’s Office

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADDS** | |  | **DROPS** | |
| Course # | Instructor Approval |  | Course # | Instructor Approval |
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| **FOR OFFICE USE ONLY** | | | | | |
| Received by: |  | | | | |
| Transaction date: | |  | | | |
| Load (before adjustment): | | | | |  |
| Load (after adjustment): | | | |  | |
| Tuition adjustment: | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term: |  | | | | |
| Student Signature: | | | |  | |
| Advisor Signature: | | | |  | |
| **If dropping below fulltime (<12hrs), the following signatures are required:** | | | | | |
| Compliance Coordinator: | | | | |  |
| Residence Life: | | |  | | |
| Financial Aid: | |  | | | |