Class Schedule Change Form

Important: This form is to be used for schedule changes only.
If student is completely withdrawing from college, the Withdrawal From College form must be used.

Directions:

1. Student should initiate the schedule change by meeting with faculty advisor.
2. Student and advisor will complete the schedule change form and sign.
If change is made during the schedule adjustment period, advisor will enter changes in computer and send form to the Registrar's Office
If change is made after schedule adjustment period, student must obtain instructor's initials for each class and return form to Registrar's Office for processing as indicated in Step 3.
3. Student must take completed form to the Registrar's Office. It is the responsibility of the student to see that form gets to the Registrar's Office.(Bldg. 10-Student Affairs) In case of emergency, student may designate someone to complete process.
4. Records Office will verify receipt of the class schedule change form and process the change. The form will be filed in the Registrar's Office.

Student ID# or Last 4 digits of SS# _____ Sem_____Year_____

Student's Name_____
Last First Middle/Maiden

Phone #_____ Major_____

Your have the right to a 75% tuition refund if drop is officially completed
and received in the Registrar's Office before the 10% point of the class(es).

DROPS

Subj	Crse	Sect	Title	Credit Hrs	Instructor Initials

ADDS

Subj	Crse	Sect	Title	Credit Hrs	Instructor Initials

Student Signature_____Date_____ Rec by_____ Date_____

Advisor Signature_____Date_____ Ent by _____ Date_____