

### **Schedule Change Request**

This form, with the appropriate signatures, must be submitted to the Office of the Registrar for all adds, course swaps, or credit/audit changes made after the deadline dates. Students may also use this form when circumstances prevent dropping and adding via PAWS.

Student Name: \_\_\_\_\_ Jag Number J00 \_\_\_\_\_

Contact Telephone #: \_\_\_\_\_ Term: \_\_\_\_\_

Last Date Attended (must be completed for drops): \_\_\_\_\_

Is this a course swap? \_\_\_\_ Yes \_\_\_\_ No  
*Courses being swapped must be taught within the same college and must be equivalent in number of credit hours.*

Are you an International Student? \_\_\_\_ Yes \_\_\_\_ No  
**(If yes, form must be signed by Office of Immigration)**

Student Signature\*: \_\_\_\_\_ Date \_\_\_\_\_  
*\*By signing above, I accept responsibility for all financial consequences associated with this change to my registration.*

**Reason for Change:**

☐ Academic Concerns  
 ☐ Financial Difficulty  
 ☐ Transferring  
 ☐ Work  
 ☐ Medical  
 ☐ Personal  
 ☐ Relocation

Other: \_\_\_\_\_

Course Reference Number (CRN)	Course	Section Number	Credit Hours	CHECK ONE PER COURSE				Instructor's Signature
				Drop	ADD	CHANGE FOR		
						Credit	Audit	
21663	EH 101	129	3	Example				

**Signatures of Approval**  
*(see instructions for required signatures)*

Associate Dean/Dean: \_\_\_\_\_ Date \_\_\_\_\_

Student Accounting: \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid: \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office: \_\_\_\_\_ Date \_\_\_\_\_

## **Instructions for Completing a Schedule Change Request**

Students are advised to review the Academic Calendar for information regarding dates of registration and deadlines for dropping courses prior to submitting a Schedule Change Request. Students are responsible for obtaining all required signatures before submitting the Schedule Change Request form. The completed form should be returned to the Office of the Registrar.

### **Dropping Prior to Registration Deadline**

Students who have holds on their account and are unable to drop courses during the registration period for the semester may complete a Schedule Change Request form. Students are advised to speak with their Academic Advisor prior to dropping courses. Students pending Academic Misconduct Review will not be dropped.

### **Administrative Course Swap**

A course swap allows students to trade one course for another course. The courses being swapped must be taught within the same college and must be equivalent in number of credit hours. Requests must be received in the Office of the Registrar no later than two weeks after the beginning of a semester.

**Required Signatures: Instructor, Associate Dean (for the course) Student Accounting, Financial Aid.**

### **Late Add//Reinstatements/Late Registration**

After deadlines have passed, students must obtain permission to add a course(s) to their class schedule. If the course add constitutes a late registration (establishing a schedule for the first time in the requested semester), you will be assessed appropriate late fees. Late course additions (adding a course(s) to an existing schedule for the requested semester) and Reinstatements (adding back a course(s) in which the student had previous registration in the requested semester) will only be accepted with the appropriate signatures.

**Required Signatures: Instructor, Associate Dean (for the course), Student Accounting, Financial Aid.**

### **Late Drop/Late Withdrawal**

After deadlines have passed, students must obtain permission to drop a course and/or withdraw from all courses. Late course drops and/or will only be accepted with the appropriate signatures.

**Required Signatures: Associate Dean (for the course), Student Accounting, Financial Aid.**