

# Schedule Change Form

Term \_\_\_\_\_

Year 20 \_\_\_\_\_

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Class Standing  
UGRD PBAC GRAD

**Course(s) to Add:**

Reason for Signature: Please mark all that apply

Class No. (5digit)	Subject	Catalog Number	Section Number	Permission	Requisites	Closed	Audit	Time Conflict	Late Reg.	Instructor Signature

**Course(s) to Drop (not available after Schedule Change Period):**

Class # (5 digit)	Subject	Catalog Number	Section Number	Instructor Signature (only needed for swaps)

- By signing this form, I acknowledge that registration obligates me for payment of all tuition & fees. I understand that if my balance is not paid by the due date, I may be assessed late penalties. I also acknowledge that if registration occurs after the published deadline, tuition and fees are due immediately and late registration fees will apply.
- Registration in 19 or more credits will result in additional tuition charges.
- Undergraduates: Advisor & Chair signature required for 19-20 credits.  
Dean signature required for 21+ credits.
- Graduates: Advisor & Chair signature required for 17-19 credits. Dean signature required for 20+ credits

GPA: \_\_\_\_\_  
Required for overload approval

**Approval for Late Registration/Overload Approval:**

Reason for Signature: Credit Overload Late Registration

Major Advisor: \_\_\_\_\_

Major Dept. Chair: \_\_\_\_\_

Dean: \_\_\_\_\_

Registrar: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Submit to Registrar Services for Registrar Signature

Additional notes or comments: