

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 # (5 digit)	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 <i>(only needed for swaps)</i>

- 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
- After the 30th day of instruction, please provide a brief explanation of delayed registration on the reverse. Registrar approval required.

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*

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