Change of Schedule Form
Office of the Registrar

Term: ______________________ **Today's Date:** ______________________

Student Name: ______________________________ **ID:** ______________________

(Please print name)

____/____/____ ____________________ ________ ____________________ __________
Dept. / Course No/ CRN **Course Title** **Sem. Hrs.** **Instructor's Signature** **Date**

Drop ________ **Add** ________ **Withdraw** ________ **Change from grade to audit** ________ **Change from audit to grade** ________

____/____/____ ____________________ ________ ____________________ __________
Dept. / Course No/ CRN **Course Title** **Sem. Hrs.** **Instructor's Signature** **Date**

Drop ________ **Add** ________ **Withdraw** ________ **Change from grade to audit** ________ **Change from audit to grade** ________

____/____/____ ____________________ ________ ____________________ __________
Dept. / Course No/ CRN **Course Title** **Sem. Hrs.** **Instructor's Signature** **Date**

Drop ________ **Add** ________ **Withdraw** ________ **Change from grade to audit** ________ **Change from audit to grade** ________

____/____/____ ____________________ ________ ____________________ __________
Dept. / Course No/ CRN **Course Title** **Sem. Hrs.** **Instructor's Signature** **Date**

Drop ________ **Add** ________ **Withdraw** ________ **Change from grade to audit** ________ **Change from audit to grade** ________

Adjusted Hours: ______________________

1. Student's Signature: ______________________________ Date: ______________

2. Advisor's Signature: ______________________________ Date: ______________

(required for students with APINS (Dual Enrollment, Concurrent, Freshmen, Sophomores, Junior and Seniors who are non-declared and/or who have less han a 2.0 cum GPA.)

3. Financial Aid Recipients: Students who are not enrolled at least half time and are receiving student loans by federal regulations must complete an exit interview. Please complete this process at www.studentloans.gov.

4. Registrar's Signature: ______________________________ Date: ______________

Note: Instructor permission is required for pre-requisite error, closed class, instructor approval, co-requisite, audits, and time conflicts.