

SCHEDULE CHANGE REQUEST

NOTE: This form cannot be used to withdraw from all classes. To officially withdraw from all classes you must complete and submit the [official withdrawal form](#) available from the Customer Service desk in Center for Enrollment Services (Lawrence Hall) or [online](#).

Your advisor must sign all *Schedule Change Requests*. No drop/add will be honored after the deadlines stated in the University Calendar for dropping and/or adding classes. After the twelfth class day (Fall/Spring) and the fourth class day (Summer Terms), the instructor should sign all drops.

Changes made on this form are not official until processed by Enrollment Services and/or additional fees paid. Deliver this form to the Customer Service desk in the Center for Enrollment Services (first floor of Lawrence Hall). Payment of additional fees may also be made here. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

PRINT ALL INFORMATION CLEARLY

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NAME: _____ DATE: ____/____/____

LAST
FIRST
MIDDLE

STU_ID _____ TERM: _____

COURSES DROPPED

REF NO (CRN)	SUBJECT	CRS NUMBER	SEC	INSTRUCTOR

COURSES ADDED

REF NO (CRN)	SUBJECT	CRS NUMBER	SEC	INSTRUCTOR

STUDENT SIGNATURE _____

ADVISOR SIGNATURE _____