



Office of the Registrar

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CHANGE OF STUDENT SCHEDULE

Policy Regarding Changes in Student Schedules:

- The student is responsible for accurately listing courses for withdrawal or addition on this form.
- The student is responsible for delivery of this form to the Office of the Registrar, Liberal Arts Center 90, along with the \$10.00 change of schedule fee.
- A receipt will be provided for payments made in cash.
- **The effective date for all changes is the date this form is presented to the Office of the Registrar.**

Student and Session/Semester Information

Last Name _____	First Name _____	Initial _____
Student Identification Number _____	Phone Number (____) _____	Mobile Phone Number (____) _____

Fall Semester
 Spring Semester
 May Term
 Summer Session I
 Summer Session II

Course Information

WITHDRAWAL FROM COURSE(S)			
Department	Catalog Number	Section	Course Title

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

ADDITION OF COURSE(S)			
Department	Catalog Number	Section	Course Title

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

FOR OFFICE USE ONLY

Change of Schedule Fee: _____ | Check # (if applicable): _____