

COURSE CHANGE FORM

ID# 990 NAME _____ CLASS YR _____ MAJOR(S) _____ / _____

A D D	COLLEGE	S/U	CRN	SUBJ	NO.	SEC	TITLE	INSTRUCTOR SIGNATURE	
	SMITH								
	SMITH								
	SMITH								
	SMITH								
	SMITH								
	SMITH								
	SMITH								
D R O P									

Signature of Student Date

Signature of Adviser Date

Signature of Class Dean or Grad Director Date

Signature of Adviser (double majors or MAT's) Date

All Signatures are Required

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COURSE CHANGE PROCEDURES

During the first 10 class days: students may add or drop courses on-line with the approval of the adviser.

From the 11th through the 15th day of classes: students may add a course with the permission (signature) of the instructor, adviser and class dean or Grad Director.

From the 11th day of classes through the end of the fifth week of the semester: a student may drop a course after consultation with the instructor (signature) and with the approval of the adviser and class dean or Grad Director.

**Adas and Grad students should be advised that tuition is based on registration as of the add deadline.

COMPLETING THE FORM

For each course/section you are adding or dropping, record all course information in the appropriate blocks. For those items marked with an "*", please refer to the schedule of classes for the appropriate numbers and codes.

COLLEGE	if Five College course, indicate campus. This form may not be used to add Five College courses.
S/U	enter "S" for S/U grading option; blank for regular letter grade.
*CRN	enter course reference number for appropriate section of course (see schedule of classes).
*SUBJ	enter 3-character code for the subject of the course
*NO	enter 3-digit course number
*SEC	enter section number of lecture, lab, discussion, etc.
TITLE	enter an abbreviated course title
SIGNATURE	obtain instructor's signature

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