

CHANGE OF SCHEDULE FORM

All adds or drops must be completed by the student or by the department chair (or his/her designee) using web registration. Use this form only for exceptions. Submit completed form to the Registrar's Office, Russell Hall 127 (or Clearfield Office).

SESSION _____ YEAR _____

STUDENT NAME _____ STUDENT ID _____ DATE _____

COURSE ADDS

Attempting to add a course or to correct a class list after the published last day to add

Instructor – Please include a note on the line under this section stating why the add is being submitted after the deadline.

Course Number (i.e. ENGL100)/Title	Section	Dept/Instructor Approval* Please include a note below stating why the add is being submitted after the deadline. Use reverse if necessary.	Indicate if this course does not meet the full semester or full five-week summer session

*Instructor Note: _____

Attempting to add credits beyond 18.0 sh. (I understand that usually I must have a 3.000 GPA to exercise this option and that, if approved, there will be an additional per credit charge incurred.)

Course Number (i.e. ENGL100)/Title	Section	Dept/Instructor Approval*	Indicate if this course does not meet the full semester or full five-week summer session

Attempting to add a course at the same time as another (e.g. scheduling courses in conflict).

Course Number (i.e. ENGL100)/Title	Section	Dept/Instructor Approval*	Indicate if this course does not meet the full semester or full five-week summer session

COURSE DROPS

Dropping courses between the 5th and 10th weeks of a semester requires an instructor-assigned withdraw-pass or withdraw-fail grade. (2nd and 3rd weeks of a 5-week summer session; 2nd week of a 3-week summer session)

("WP" and "WF" have no effect on the GPA.)

Grade	Course Number (i.e. ENGL100)/Title	Section	Indicate if this course does not meet the full semester or full five-week summer session
WP			

Instructor Approval (for WP) _____ Date _____

Grade	Course Number (i.e. ENGL100)/Title	Section	Indicate if this course does not meet the full semester or full five-week summer session
WF			

Instructor Approval (for WF) _____ Date _____