



# Course Change Card

NOT to be used if dropping ALL courses (Withdrawal Form Needed)

Check if receiving VA Benefits

SSN \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone \_\_\_\_\_

	CRN	Subj	Crse#	Instructor Signature***	Department Chair Signature**	Advisor Signature * (if hold exists)
<b>ADD</b>	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
<b>DROP</b>	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

**SIGNATURES NEEDED DURING DROP/ADD PERIOD:**

\*\*Department Chairperson –

- If course is closed
- If taking a course load over 18 hours
- If dropping a course that has a co-requisite
- If dropping or adding a MUAP course
- If a pre-requisite exists

\*Advisor – If advisor hold exists

**SIGNATURES NEEDED AFTER DROP/ADD PERIOD BUT BEFORE ACADEMIC PENALTY DATE**

\*\*Department Chairperson –

- If adding any course
- If taking a course load over 18 hours
- If dropping a course that has a co-requisite

\*Advisor – If advisor hold exists

\*\*\*Instructor– If adding or dropping any course

**Note:** Faculty have the authority to drop a student from course if the student misses two consecutive class sessions during the Drop/Add period. Faculty must notify the student by mail that he or she has been dropped from the course.

**Return card to the Office of the Registrar for processing.**

Date Processed \_\_\_\_\_ By \_\_\_\_\_