SCHEDULE CHANGE FORM

1. Student’s Name
2. Major/Campus
3. Student ID Number
4. Date

5. DROP COURSE
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Abbreviation</th>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
</table>

6. DROP COURSE
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Abbreviation</th>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
</table>

7. ADD COURSE
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Abbreviation</th>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
</table>

   Dept. Head’s Signature
   Date

8. ADD COURSE
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Abbreviation</th>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
</table>

   Dept. Head’s Signature
   Date

9. Student’s Signature
   Date

10. Advisor’s Signature
    Date

11. Records Office Verification
    Date

INSTRUCTIONS:
Step 1: Student Completes Blanks 1, 2, 3, 4 and 9.
Step 2: Obtain Advisor’s Approval, Blank 10.
Step 3: Have Advisor Complete Course & Number for Each “Drop” and “Add,” Blanks 5, 6, 7, 8.
Step 4: Late Adds Require Department Head’s Signature When Adding a Course.
Step 5: Submit to Records Office for Verification, Blank 11.

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

No. 992/1-04