



## Office of the Registrar Change of Schedule - Add/ Drop Form

**Instructions:** Print your name and complete the SNC I.D. Number section. Mark each schedule change by the appropriate add, drop, or audit box. Include the 4-digit CRN (Course Reference Number) from the Timetable of Courses or KnightLine and then complete the course subject, number, and section (i.e. BIOL-120-A). Obtain instructor approval. All Change of Schedule Requests must be returned in person to the Registrar's Office, 141 WHR, before the posted deadlines. Requests received through campus mail will be returned. Adding Special Courses (i.e Independent Studies, Arranged Courses, and Internships) are done through the Special Course Form. Students seeking to turn a registered course into a special arrangement Honors or Writing Intensive section need to file a Substitution Form with the appropriate program director. Students are responsible for any charges resulting from an improper registration request.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_



Circle One	CRN (4 Digits)	Subject	Course	Section	Instructor Signature
Add/ Drop/ Audit					
Add/ Drop/ Audit					
Add/ Drop/ Audit					
Add/ Drop/ Audit					



Received by:

Date: