



SCHEDULE REVISION REQUEST

FIRST NAME _____

LAST NAME _____

STUDENT ID # (SEVEN DIGITS) _____

NETID _____

PHONE _____

EMAIL _____

YEAR

FALL
 SPRING
 SUMMER SESSION I
 SUMMER SESSION IV
 INTERSESSION
 MAY TERM
 SUMMER SESSION II

DROP COURSES

CLASS NUMBER	SUBJECT AREA	CATALOG NUMBER	SECTION NUMBER	UNITS

ADD COURSES

#	CLASS NUMBER	SUBJECT AREA	CATALOG NUMBER	SECTION NUMBER	UNITS
1					
2					
3					
4					
5					

CONSENT SIGNATURES FOR ADDING COURSES

#	INSTRUCTOR SIGNATURE	DEPARTMENT HEAD SIGNATURE
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

ADVISOR SIGNATURE
(REQUIRED)

DATE

**DEAN OF THE GRADUATE
SCHOOL OR DESIGNEE**
(IF APPLICABLE)

DATE

- A student may add and drop courses via the Student Administration System from the time that registration opens through the 10th day of the semester without special permission. Courses dropped during this period are not recorded on the student's record.
- During the third and fourth weeks of the semester, a student may add courses through The Graduate School with consent of the student's course instructor, advisor, and the head of the department offering the course.
- If a student drops a course after the 10th day of the semester, a "W" for withdrawal is recorded on the transcript.
- To drop a course after the ninth week, the student needs the advisor's written recommendation and the permission of the dean of The Graduate School. The dean only grants permission to drop a course after the ninth week for extenuating circumstances beyond the student's control. Exceptions are not made for the student's poor academic performance.