



CHANGE OF STUDENT RECORD FORM-----DRAFT

Semester/Session: [ ] Fall [ ] Spring [ ] Summer Year: 20 [ ]

NAME: [ ] (Last) [ ] (First) [ ] (M.I.) DATE: [ ]

STUDENT ID #: [ ] CHANGE INITIATED BY: [ ] Student [ ] Administrator

[ ] DROP

Table with 4 columns: CRN, Course & Number, Section Number, Hours

[ ] ADD\*\*

Table with 6 columns: CRN, Course & Number, Section Number, Hours, Audit, Instructor's Signature (optional after "add period")

\*\* Any courses added to a schedule after the Census/Pell Recalculation Date may not be eligible for Pell Grant Funds

[ ] REINSTATE (COURSE THAT WAS DROPPED WITH A "W" AFTER THE CENSUS DAY)

Table with 5 columns: CRN, Course & Number, Section Number, Hours, Instructor's Signature (required)

RATIONALE REQUIRED FOR ADD/REINSTATEMENT: (With supporting documentation, as applicable.)

Empty rectangular box for rationale

ACADEMIC APPROVAL: Through the Official Census Day:

Division Dean, Assistant Dean, or Dept. Chair Date

After the Official Census Day:

Division Dean, or Assistant Dean Date

It is the student's responsibility to take this form to the Registrar's Office. The official drop date is the date this form is received and processed in the Registrar's Office.

I am aware that the above actions may affect my academic record, my financial charges, and my financial aid. I agree to follow the terms and conditions published in the college catalog and student handbook.

Student's Signature Date Processed By Date