Enrollment Deadlines - Link to information on current deadlines

INSTRUCTIONS FOR LETTERS & SCIENCE (L&S) UNDERGRADUATE STUDENTS:
Complete all DATA items (rows) for the ACTION (columns) desired.

ACTION Columns:

- **Add Class**: to add a course complete the DATA items for 'Add Class'.
- **Drop Class**: to drop a course complete the DATA items for 'Drop Class'.
- **Credit Changes**: Student must be enrolled in the class to change to audit (AU) or out of audit (--). For Variable Credit changes, enter the NEW credit value in the box.
- **From/To Section Change**: Enter the 'FROM' data as what the student is currently enrolled for and the 'TO' data for which they wish to change to. If the Change TO section requires permission, a student specific permission must be entered into the computer by the department.
- **Update Honors Add/Delete**: The student must be enrolled for the course. Enter the NEW honors choice in the Honors box.

DATA Rows:

- **Enrollment Class Number**: Enter the 5 digit 'class number' indicated on your "My Class Schedule".
- **Session Code**: Enter the Summer 3 character session code that the course is offered in; or the 3 character modular session code for the Fall/Spring term.
- **Department Name**: Enter the department name.
- **Course number**: Enter the 3 digit number.
- **Class Section Numbers**: Enter the class section number(s) to which the desired action applies. For example, Lecture 1 is 001, and Discussion is 301.
- **Credit Changes**: Enter 'AU' if the course is to be taken for audit credit, otherwise leave blank. Pass/Fail additions or cancellations are done on a Pass/Fail Privilege Form.
- **Honors Yes/No**: All courses with a % symbol must indicate Yes or No on this form, otherwise the default will be NO during processing. Enter Y if taking the course for honors; enter N if not electing honors credit.
# Course Change Form

**Student ID:** [ ]  
**Email:** [ ]

**Last Name:** [ ]  
**First:** [ ]  
**Middle:** [ ]

**Student Classification:** [ ]

**Enter your classification code (such as BA, BS, ALS, ECE)**

**Effective Term:**

**Advisor Signature:** [ ]  
**Date:** [ ]

**Department Signature:** [ ]  
**Date:** [ ]

**Instructor Signature:** [ ]  
**Date:** [ ]

**Dean Signature:** [ ]  
**Date:** [ ]

**Student Signature:** [ ]  
**Date:** [ ]

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## Add Class

<table>
<thead>
<tr>
<th>Class Number (5 Digits)</th>
<th>Session Code (ex. DHH) &quot;Regular = A1&quot;</th>
<th>Department Name (ex. Math)</th>
<th>Course No. (ex. 101)</th>
<th>Class Section Numbers (001-299, 301-599, 601-899)</th>
<th># of Credits or Audit (AU)</th>
<th>Honors Y or N (Yes or No)</th>
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## Drop Class

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<th>Department Name (ex. Math)</th>
<th>Course No. (ex. 101)</th>
<th>Class Section Numbers (001-299, 301-599, 601-899)</th>
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## Credit Change or Audit (AU)

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## Section Change From/TO

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## Update Honors Add/Delete

| - | - |

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**Advisor Signature:** [ ]  
**Date:** [ ]

**Instructor Signature:** [ ]  
**Date:** [ ]

**Department Signature:** [ ]  
**Date:** [ ]

**Dean Signature:** [ ]  
**Date:** [ ]

**Student Signature:** [ ]  
**Date:** [ ]

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