



Course Change Form

L&S Academic Deans' Services
110 Ingraham Hall
(608) 262-0617
lsdeans@saa.ls.wisc.edu

[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.



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Student ID:

Email:

Student Year:

Last Name:

First:

Middle:

Student
Classification:

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

Effective Term:

	Class Number (5 Digits)		Session Code (ex. DHH) "Regular = A1"		Department Name (ex. Math)		Course No. (ex. 101)		Class Section Numbers (001-299, 301-599, 601-899)			# of Credits or Audit (AU)		Honors Y or N (Yes or No)							
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
Add Class	1		1		1		1		1	-	-	1		1		1					
	2		2		2		2		2	-	-	2		2		2					
	3		3		3		3		3	-	-	3		3		3					
	4		4		4		4		4	-	-	4		4		4					
	5		5		5		5		5	-	-	5		5		5					
Drop Class	1		1		1		1		1	-	-	1		1		1					
	2		2		2		2		2	-	-	2		2		2					
	3		3		3		3		3	-	-	3		3		3					
	4		4		4		4		4	-	-	4		4		4					
	5		5		5		5		5	-	-	5		5		5					
Credit Change or Audit (AU)																					
Section Change From/TO	From:		From:						F	-	-										
	To:		To:						T	-	-										
Update Honors Add/Delete																					

Advisor Signature: _____ Date: _____

Department Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Student Signature: _____ Date: _____