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 Information
- **Student ID:** 
- **Email:** 
- **Last Name:** 
- **First:** 
- **Middle:** 
- **Student Year:** 
- **Student Classification:**
  - Enter your classification code (such as BA, BS, ALS, ECE)

### Course Details

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

### Credit Change or Audit (AU)
- 

### Section Change From/TO
- **From:** 
- **To:** 

### Honors
- **Y or N (Yes or No)**

### Signature
- **Advisor Signature:** 
- **Date:** 
- **Instructor Signature:** 
- **Date:** 
- **Department Signature:** 
- **Date:** 
- **Dean Signature:** 
- **Date:** 

**Student Signature:** 
- **Date:** 

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