



Change in Course Enrollment Form

Name: _____ Date Submitted to Records Office: _____

	Course No.	Course Title	Units	Instructor's Signature
ADD (& Audit to Credit) <i>Deadline: 7th business day of semester</i>				

	Course No.	Course Title	Units	Instructor's Signature
DROP <i>Deadline: Two weeks before final exams</i>				

	Course No.	Course Title	Units	Instructor's Signature
CHANGE (Credit to Audit) <i>Deadline: Two weeks before final exams</i>				

Reason for change: _____

Course load before change: _____ Course load after change: _____

Important Notes:

- If you are changing your class load after the seventh business day of the semester, a \$20 fee per Change in Course Enrollment Form must be paid upon submission of the form to the Registrar. There is no fee for changes made prior to the seventh business day of the semester.
- If a course is dropped before the seventh business day of the semester, it will be deleted from the record. After the first seven days of the semester and up to one week after midterms, a dropped course will be recorded as a "W" (withdrawal) on the transcript.
- The Change in Course Enrollment Form must be submitted by the applicable deadline.

Method of Payment (circle one): **Cash** **Check** **Credit Card**

Approval Signatures:

_____ *Department Chair/Advisor*

_____ *Registrar*

Student's Signature: _____

Office Use Only Additional Tuition Charge/Refund: _____ Paid _____ Finalized _____