



Change in Course Enrollment Form

Name: _____

	Course Title	Credits	Instructor's Signature
ADD <input type="checkbox"/> Audit to Credit <i>Deadline: 7th business day of semester</i>			
DROP <i>Deadline: Two weeks after midterm grades are posted</i>			
CHANGE (Credit to Audit) <i>Deadline: Two weeks after midterm grades are posted</i>			

Course Load before Change: _____ Course Load after Change: _____

Reason for Change: _____

Fees:

- During the first seven business days of the semester → No Charge
- After the seventh business day of the semester → **\$20.00** fee **per** "Change in Course Enrollment Form"
- **Method of Payment:** Student Account Cash Check Credit Card

Record:

- 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 two weeks after midterm grades are posted, a dropped course will be recorded as a "**W**" (Withdrawal) on the transcript.

Signature of Student: _____ Date: _____

Signature of Academic Advisor: _____ Date: _____

Signature of Registrar: _____ Date: _____

Office Use Only Paid: _____ EA Adjustment: _____ Finalized: _____