

Course Add, Switch Section or Change Units Request Current Semester

This form is used for adding a course, switching sections, or changing the number of units for a course after the established add period and during the semester in which the course is offered. Students can check Student Information Online (SIO) to see if the appropriate schedule changes have been made.

Undergraduate students who add a course or switch a section after the established add period are required to obtain the permission of their academic advisor and their associate dean. **Graduate students** must have the permission of their academic advisor and department head.

STUDENT INFORMATION

Student Andrew ID: _____

Student Name: _____

Last/Family, First and/or Preferred, MI

College: _____ Department: _____ Class: _____

Semester (check one): Fall Spring Summer-All Summer-1 Summer-2 Year _____

SPECIAL PERMISSION INFORMATION

Please check the appropriate option:

I wish to request permission to add the following course(s):

Course #	Section	Units	Course Name	Instructor's Approval/Date

Student's reasons for adding course late: _____

I wish to request permission to switch sections for the following course(s):

Course #	Old Section	New Section	Units	Course Name	Instructor's Approval/Date

I wish to change units for the following course(s):

Course #	Section	Old Units	New Units	Course Name	Instructor's Approval/Date

SIGNATURES

Student Signature: _____ Date: _____

Advisor Name: _____ Date: _____

Type/Print

Signature

Approve

Deny

Associate Dean: _____ Date: _____

Undergraduate Students Only

Type/Print

Signature

Approve

Deny

Department Head: _____ Date: _____

Graduate Students Only

Type/Print

Signature

Approve

Deny

University Registrar's Office Use Only

Processed by: _____ Date: _____

Student Account Office Review for Prior-Term Adjustment

SAO Director: _____ Tuition Adj. (if any): _____ Date: _____