

### 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: \_\_\_\_\_  
Type/Print Signature     Approve     Deny    Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_  
Undergraduate Students Only Type/Print Signature     Approve     Deny    Date: \_\_\_\_\_

Department Head: \_\_\_\_\_  
Graduate Students Only Type/Print Signature     Approve     Deny    Date: \_\_\_\_\_

#### University Registrar's Office Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

#### Student Account Office Review for Prior-Term Adjustment

SAO Director: \_\_\_\_\_ Tuition Adj. (if any): \_\_\_\_\_ Date: \_\_\_\_\_