

The University of Montana Western

OFFICE OF THE REGISTRAR Change of Schedule Form

Instructions: Use this form to change your schedule (add/drop a course) after registering for classes. If classes have started signatures are required from instructors, your advisor or the Advising Office. Make sure to procure all required signatures as incomplete forms will not be accepted. Registration policies are available in the University catalog and on the Montana Western website.

GENERAL INFORMATION

Fall Spring Summer

_____ Year

_____ Date

_____ Name

_____ Student ID

_____ Current street address, City, ST,

_____ Zip Code

_____ Current phone number | Other phone number

_____ Email address

Are you an athlete? Yes No

Are you receiving VA educational benefits (military/veterans)? Yes No

COURSE CHANGE INFORMATION

CRN	Course Subject	Course Number	Section Number	Course title	Credits	Instructor Signature*
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DROP CLASSES

ADD CLASSES

*The instructor signature requirement notifies the instructor that the student is adding or dropping the course and verifies that the instructor is aware of the change. Instructor signature is not required if the student is dropping a class that has not started yet. When adding a course, the instructor signature gives the Registrar's Office permission to enroll this student into the course and, if applicable, override course restrictions (major, class, consent of instructor, and course enrollment limit). If the instructor is only overriding one of these it should be noted next to the instructor's signature

SIGNATURES

Advising: _____ Date: _____

Student: _____ Date: _____

Check box if applicable:

I am withdrawing from my current block but will be returning in a future block during the current semester.

Administrative Use Only: Date registered: _____

Credits registered: _____

Posted by: _____