

# COURSE CHANGE APPLICATION FORM



## Conditions for changing course registration:

1. Discuss with Registrar to determine how a course change will affect program completion.
2. Deadline to make a course change is prior to the end of Add/Drop.
3. Tuition refund is possible for changes made prior to the end of Add/Drop.
4. **No Refunds are available once the Add/Drop period is over.**

***Submit completed form to the Registrar.***

Student Name: \_\_\_\_\_

**Adding**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**Change to Audit**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**Change to Credit**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**Dropping**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**TO BE COMPLETED IN THE PRESENCE OF THE REGISTRAR:**

Registrar's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

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For Office use only: \_\_\_\_\_ Entered in Populi Date: \_\_\_\_\_

\_\_\_\_\_ Refunded/Billed Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_