

Schedule Change Form

SIGNATURE INSTRUCTIONS

STUDENT SIGNATURE

Student signature is required to drop or add any classes.

ADVISOR SIGNATURE

Advisor signature is required to drop any classes.

SPECIAL PERMISSION SIGNATURE

Advisor or Dean of the course offered can sign for classes requiring a prerequisite or co-requisite that have been met or waived. To add a seat to a closed section, the Department Head's signature of the course offered is required with an annotation indicating the seat addition. Dean's signature is required for late course adds, back dating, and approving up to 13 or 14 hours. Vice President and Dean signatures are required to approve total hours of 15 or more.

<input type="text"/> CAMPUS WIDE ID	<input type="text"/> PRINT LAST NAME PRINT FIRST NAME PRINT MIDDLE NAME	<input type="text"/> DATE (MM/DD/YY)	
SCHEDULE CHANGES Louisiana Tech University Office of the Registrar For "W" DROP: Student and advisor signatures are required. Return completed form to the Registrar's Office. A resignation card is required if dropping ALL classes FORM UR-001 REVISED 6-12-2014	ADD <input type="text"/> CALL NUMBER _____ COURSE NUMBER SECTION	DROP <input type="checkbox"/> WITHDRAW <input type="checkbox"/> NO GRADE _____ COURSE NUMBER SECTION	TOTAL HOURS FOR QUARTER AFTER CHANGE _____
<input type="text"/> STUDENT SIGNATURE	<input type="text"/> ADVISOR SIGNATURE	<input type="text"/> SPECIAL PERMISSION SIGNATURE	<input type="text"/> REGISTRAR