



# COURSE SCHEDULE CHANGE FORM

Please use black or blue ink only and print legibly when completing this form in its entirety.

\*\*\*see page two for fees and policy information\*\*\*

Semester: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Year \_\_\_\_\_

Student name: \_\_\_\_\_ ID number: \_\_\_\_\_

*Dropped courses will appear on the student's record with a grade of W.*

<b>DROP</b>		
Course Number	Section	Instructor's Signature

<b>ADD</b>		
Course Number	Section	Instructor's Signature

Reason for schedule change: \_\_\_\_\_

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

Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*Registrar Office Use Only\*\*\*\*\*

Number of Hours Remaining: \_\_\_\_\_

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

## COURSE SCHEDULE FEE AND POLICY INFORMATION

- After the add/drop period, a student may voluntarily withdraw from a class through the 44th class day of the semester via the Course Schedule Change form.
- The last date for voluntarily withdrawing from a course and receiving a W grade is found in the [academic calendar](#) published on the Registrar's website.
- A fee of \$10 per course will be charged for changes made after the add/drop period.
- After the withdrawal deadline has passed, students must obtain permission from the Assistant Provost to withdraw from a course (email requests to [academicaffairs@shc.edu](mailto:academicaffairs@shc.edu)).
- If withdrawal from a course results in a program of fewer than twelve semester hours, students are required to consult with the Student Advising Office, obtain a Below Full-Time Status form, and submit the completed form to the Registrar's Office, along with the Course Schedule Change form.
- Students are cautioned that if the addition of credit hours results in more than 18 hours in any semester, a course overload charge will be levied at the current rate/hours. Courses dropped after the add/drop period count toward the 18 hours. A student registering for 18 hours who drops a course after the add/drop period and adds a course thereafter must pay additional tuition as an overload fee.
- Students should contact Student Financial Services ([studentbilling@shc.edu](mailto:studentbilling@shc.edu)) for information regarding the impact of adding or dropping a course after the add/drop period.