



# RECORDS & REGISTRATION LAMAR UNIVERSITY

## SCHEDULE CHANGE FORM

1 Student's Name \_\_\_\_\_

2 Major/Campus \_\_\_\_\_

4 \_\_\_\_\_  
Date

3 Student ID Number \_\_\_\_\_

5 DROP COURSE			
Call Number	Course Abbreviation	Number	Section

6 DROP COURSE			
Call Number	Course Abbreviation	Number	Section

7 ADD COURSE			
Call Number	Course Abbreviation	Number	Section
Dept. Head's Signature		Date	

8 ADD COURSE			
Call Number	Course Abbreviation	Number	Section
Dept. Head's Signature		Date	

### INSTRUCTIONS:

**Step 1:** Student Completes Blanks 1, 2, 3, 4 and 9.

**Step 2:** Obtain Advisor's Approval, Blank 10.

**Step 3:** Have Advisor Complete Course & Number for Each "Drop" and "Add," Blanks 5, 6, 7, 8.

**Step 4:** Late Adds Require Department Head's Signature When Adding a Course.

**Step 5:** Submit to Records Office for Verification, Blank 11.

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

No. 992/1-04

9 Student's Signature \_\_\_\_\_ Date

10 Advisor's Signature \_\_\_\_\_ Date

11 Records Office Verification \_\_\_\_\_ Date