



**SCHEDULE CHANGE FORM**

1. **Student Name:** \_\_\_\_\_
2. **Date:** \_\_\_\_\_
3. **LU Student ID:** \_\_\_\_\_
4. **Major Field of Study:** \_\_\_\_\_

**DROP COURSES**

5. CRN Number	6. Course	8. Number	9. Section

**ADD and LATE ADD COURSES**

10. CRN Number	11. Course	12. Number	13. Section	14. Late Adds (Dept. Chair Signature)

15. **Student Signature:** \_\_\_\_\_
16. **Advisor Signature:** \_\_\_\_\_
17. **\*If applicable-Director International Office Signature :** \_\_\_\_\_
18. **Records Office Verification (Wimberly, Room 102):** \_\_\_\_\_

**Please check:** International Student: \_\_\_\_\_ Domestic Student: \_\_\_\_\_

**Instructions:**

- Step 1 – Student completes - Numbers 1, 2, 3, 4, and 15.
- Step 2 – Academic Advisor completes - Numbers 5 – 13 and 16.
- Step 3 - \*If you are an International Student, you must also obtain the signature from the Director of the International Office - Number 17.
- Step 4 – Submit to the Record’s Office (Wimberly 102) for verification – Number 18.

**\*If you are an International Student, you must also obtain the signature from the Director of the International Office - Number 15.**

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