

# COURSE CHANGE FORM

**SPRINGHILL COLLEGE**

Term \_\_\_\_\_

STUDENT NAME (Please Print)

ID NUMBER

*Courses dropped prior to add/drop deadline will not appear on the students record; those dropped after the deadline will appear on the record with a non-penalty W grade*

**PROCEDURE**

- A. Print name ( do not use nicknames) and ID number.
- B. List accurately the courses to be added and dropped.
- C. List reason for change.
- D. Obtain advisor's signature of approval
- E. Obtain instructor's signature of approval
- F. Present completed form in person to the REGISTRAR'S OFFICE

**FEES**

- 1. Errors made in the registration process on registration day, errors such as time conflicts, should be corrected in the REGISTRAR'S OFFICE on the first day of class. There will be no charge on this day only for the correction of errors. Student errors such as incorrect or undesirable course selections are not included.
- 2. A fee of \$10.00 per ADD/DROP form for course change, regardless of the number requested on the form, will be charged for changes made on the second, third, and fourth class days (the last day for ADD/DROP). There is no charge to drop a class.

**COURSE(S)**

	SUBJECT	NUMBER	SECTION	CANCEL (C)	WITHDRAW (W) - LDA	INSTRUCTOR'S SIGNATURE
<b>DROP</b>	1					
	2					
	3					
	4					
	5					
<b>ADD</b>	1					
	2					
	3					
	4					
	5					

**STUDENT'S EXPLANATION OF NEED FOR CHANGE**

STUDENT'S SIGNATURE

DATE

ADVISOR'S SIGNATURE

DATE

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

NUMBER OF HOURS REMAINING \_\_\_\_\_

DATE PRECESSED BY COMPUTER \_\_\_\_\_