### Schedule Changes with Fee

**Office of Records**

**Instructions:**
1. Complete this form and submit it to the Office of Records between 8:00 am and 4:30 pm with the signatures of the course instructor(s) and your advisor.
2. Forms will be processed in 1-2 days, and you can check for accuracy of changes on Banner. **There is a $15 fee for each schedule change** which will be charged to your Banner account.

Name __________________________    Banner # @ __________________________    Date: ________________

Campus Box # ________________________    Advisor __________________________

**STUDENT:**
A grade of “W” will be assigned for courses after January 23, 2007.
A grade of “WF” or “WP” will be assigned for all courses dropped after March 21, 2007. No Pass/Fail changes allowed after this date.
Must have junior or senior standing with a GPA of 2.70 or better to qualify for pass/fail courses.
Core curriculum requirements and major/minor courses may not be taken as Pass/Fail.
**There is a $15 fee for each schedule change.** This will be charged to your Banner account.

#### Course Changes

Circle one

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<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
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**Add / Drop**

**Pass/Fail**

**Add / Drop**

**Pass/Fail**

**Add / Drop**

**Pass/Fail**

**Total Units Before Changes:** ______

**Total Units After Changes:** ______

**Total Fees:** ______________________

Student’s Signature: __________________________    Date: __________________________

Advisor’s Signature: __________________________    Date: __________________________

For office use only:

Comp_______  ADVS ( )
PR_______
ST_______
Prof_______
Adv_______