

The University of Montana Western

OFFICE OF THE REGISTRAR
Change of Schedule Form

Instructions: Use this form to change your schedule (add/drop a course) after registering for classes. If classes have started signatures are required from instructors, your advisor or the Advising Office. Make sure to procure all required signatures as incomplete forms will not be accepted. Registration policies are available in the University catalog and on the Montana Western website. Please note there is a \$10 fee for add/drops after the 15th instructional day of the semester (\$10 fee is waived for course exchanges). *Dropping and adding classes could potentially cause a course overload (21+ credits), that would result in extra tuition and fee costs added to your bill.*

By checking this box, I understand I will owe additional tuition and fees when enrolling above 20 credits *in total at any given time during the academic semester*

GENERAL INFORMATION

Fall Spring Summer

Year _____

Date _____

Name _____

Student ID _____

Current street address, City, ST, _____

Zip Code _____

Current phone number | Other phone number _____

Email address _____

Are you an athlete? Yes No

Are you receiving VA educational benefits (military/veterans)? Yes No

COURSE CHANGE INFORMATION

CRN	Course Subject	Course Number	Section Number	Course title	Credits	Instructor Signature*
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DROP CLASSES

ADD CLASSES

*The instructor signature requirement notifies the instructor that the student is adding or dropping the course and verifies that the instructor is aware of the change. Instructor signature is not required if the student is dropping a class that has not started yet. When adding a course, the instructor signature gives the Registrar's Office permission to enroll this student into the course and, if applicable, override course restrictions (major, class, consent of instructor, and course enrollment limit). If the instructor is only overriding one of these it should be noted next to the instructor's signature.

SIGNATURES

Advising: _____ Date: _____

Student: _____ Date: _____

Business Services: _____ Date: _____

Check box if applicable:

I am withdrawing from my current block but will be returning and attending in a future block during the current semester.

Administrative Use Only: Date registered: _____ Credits registered: _____ Posted by: _____