



# University Student Records Office

## Undergraduate Change of Schedule

General Information	
<b>Waitlist Restrictions:</b> Waitlists cannot be overridden, even with the instructor's signature. Students should put themselves on waitlists when available.	<b>Signature Limitations:</b> All signatures must be dated. *Instructor signatures are valid for 2 business days, not counting the day on which the signature was given.

Student Information			
Aggie ID Number:	Last Name, First Name, Middle Initial:		
Semester/ Year	Fall 20 _____	Spring 20 _____	Summer 20 _____
College/Major:		Phone Number:	

Course Add, Drop, Withdrawal Information									
Add/Drop/Withdrawal	CRN	Subject	Course Number	Section	Credit Hours	S/U	Audit	Instructor's Signature and Date (Only for necessary overrides)	Override Being Granted
								Date	Closed Section Consent of Instructor Pre-req/Co-req*
								Date	Closed Section Consent of Instructor Pre-req/Co-req*
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								Date	Closed Section Consent of Instructor Pre-req/Co-req*
								Date	Closed Section Consent of Instructor Pre-req/Co-req*
								Date	Closed Section Consent of Instructor Pre-req/Co-req*

**\*Instructor's should only select the registration override(s) granted and cross out overrides that are not granted.**

Comments if needed:

Financial responsibilities concerning registration can be found at [University Accounts Receivable Terms & Conditions](#). Financial Aid/Scholarship Recipients are encouraged to contact [University Financial Aid and Scholarship Services](#) before withdrawing. Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds. (Form not to be used to withdrawal from the university.) Students with questions about how a schedule change will impact their progress toward degree should consult their academic advisor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>Senior Citizen Reduced Tuition Waiver:</b> Please check this box if you are enrolling under the Senior Citizen Reduced Tuition Program. You acknowledge that registration will not take place until the first day of the semester and must occur in the University Student Records Office.
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Max Credit Hour Overload Approval	
Please indicate exactly how many credit hours over the maximum allowed per semester, as indicated in catalog, you are approving the student to register for.	
The student has permission to take _____ credit hour(s) over the maximum hours allowed in a semester.	Required for class overload override _____ <b>Assoc. Academic Dean Signature/VPAA Signature</b> <span style="float: right;"><b>Date</b></span>

Reviewed By:	Date:	Comments:
Processed By:	Date:	Comments: