



University Student Records Office

Graduate Change of Schedule

General Information	
Waitlist Restrictions: Waitlists cannot be overridden, even with the instructor's signature. Students should put themselves on waitlists when available.	Signature Limitations: 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 (Required for registration overrides)
								Date
								Date
								Date
								Date
								Date
								Date
								Date
<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> Academic Advisor's Signature _____ Date _____ (Required when a student is dropping/withdrawing from a course.)								

Financial information concerning drops and withdrawals can be found at <http://uar.nmsu.edu/withdrawals/>. 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

	Senior Citizen Reduced Tuition Waiver Please check this box if you 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 _____ Assoc. Academic Dean Signature Date

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