



COURSE SCHEDULE CHANGE FORM

Please use black or blue ink only and print legibly when completing this form in its entirety.

see page two for fees and policy information

Semester: Fall _____ Spring _____ Summer _____ Year _____

Student name: _____ ID number: _____

Dropped courses will appear on the student's record with a grade of W.

DROP		
Course Number	Section	Instructor's Signature

ADD		
Course Number	Section	Instructor's Signature

Reason for schedule change: _____

Student's signature: _____

Date: _____

Advisor's signature: _____

Date: _____

*****Registrar Office Use Only*****

Number of Hours Remaining: _____

Date Processed: _____

COURSE SCHEDULE FEE AND POLICY INFORMATION

- After the add/drop period, a student may voluntarily withdraw from a class through the 44th class day of the semester via the Course Schedule Change form.
- The last date for voluntarily withdrawing from a course and receiving a W grade is found in the [academic calendar](#) published on the Registrar's website.
- A fee of \$10 per course will be charged for changes made after the add/drop period.
- After the withdrawal deadline has passed, students must obtain permission from the Assistant Provost to withdraw from a course (email requests to academicaffairs@shc.edu).
- If withdrawal from a course results in a program of fewer than twelve semester hours, students are required to consult with the Student Advising Office, obtain a Below Full-Time Status form, and submit the completed form to the Registrar's Office, along with the Course Schedule Change form.
- Students are cautioned that if the addition of credit hours results in more than 18 hours in any semester, a course overload charge will be levied at the current rate/hours. Courses dropped after the add/drop period count toward the 18 hours. A student registering for 18 hours who drops a course after the add/drop period and adds a course thereafter must pay additional tuition as an overload fee.
- Students should contact Student Financial Services (studentbilling@shc.edu) for information regarding the impact of adding or dropping a course after the add/drop period.