

## Section Change/Add Form

Instructions: In order for students to change sections, both courses must be in the same part-of-term (example 16 weeks to 16 weeks, 8M1 to 8M1.) They cannot switch between different parts-of-term. If the student wants to move from one part-of-term to a different part-of-term, they must process a withdrawal form from the course that is being dropped and then register for the new one.

- Student meets with their instructor to discuss changing from one section to another. If the change also involves a different instructor, both must approve. The department chair may sign-off on behalf of the faculty member(s).
- Instructor will fill out the information for the courses. The student will complete the student information section and sign the form.
- If student is Dual Enrolled, forward the form to the Dean of Arts and Sciences, for approval.
- The form is then forwarded to Student Records for processing.

Student Information:

Student ID Number: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Section Change Information – Completed by Instructor:

Course Dropped

CRN	Subject (ART 101)	Section Number (D20)	Credit Hours	Instructor Signature

Course Added

CRN	Subject (ART 101)	Section Number (D20)	Credit Hours	Instructor Signature

Course(s) Added After Add/Drop – Completed by Instructor:

CRN	Subject (ART 101)	Section Number (D20)	Credit Hours	Instructor Signature

My signature indicates that I approve this section change.

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Department Chair/Program Manager Signature and Date

\_\_\_\_\_  
Dean's Signature and Date (DE Students Only)

OFFICE USE ONLY:

Student Records Staff Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Term: \_\_\_\_\_