

## **Change in class Schedule**

Procedures:

The following ensures that a student changes to his/her class schedule (drop/add) is processed:

1. Student submits Change of Program or Drop form to the Academic Department to process during the period of initial course selection and the 12<sup>th</sup> class day for full terms and 4<sup>th</sup> class day for summer terms. Academic Advisor will process in Academic Department.
2. Drops processed after the 12<sup>th</sup> class day for full terms and 4<sup>th</sup> class day-drop forms are available upon request at the Customer Service Counter on the Second Floor of the Bell Building.
3. Drop form must be signed by the student and the Academic Advisor. Drop form is processed upon demand.
4. Drop forms are maintained in the Office of the Registrar for 5 years.