

Course Action Form

The Course Action form is to be used only to make changes in your schedule that cannot be made by using SIS.

Use a separate form for each course; the second line can be used for a dependent discussion section or lab connected with the primary course.

After completion, please print the form and submit to your school of enrollment to be processed.

Please note: The College of Arts & Sciences does not accept course action forms. Contact the department of the class you wish to add if you have questions or go to 101 Monroe Hall.

Last Name

First Name

University ID Number

Local/Cell Phone

Email Address

Your School

Semester

Action Requested

Add

Drop

Change of Data

Reason for needing action

Course restricted

Permission of instructor required

Missed deadline

Course full

Waiver of maximum/minimum credits

Other

Instructor Signature (required)

Dean or Dept. Chair Signature (if required by school)

Not required for Architecture, Commerce, and Nursing Students

Class # (5-digits)	Subject Area	Course # (4-digits)	Class Section	Course Title	Var. Credits	Grade Option		
						CR/NC	Audit	Grade

With these Changes, I will be enrolled for _____ credits. Approval to go above the maximum or below the minimum allowed by my school requires the approval of the dean's office.

¹Var. Credit – number of credits requested for variable credit/no credit