University of Dallas
Office of the Registrar

Course Change Form Instructions
Constantin and Braniff

1. Fill out UD ID number, last and first name, college (Constantin or Braniff), semester, and phone number.

2. Fill out course information on correct side of form – add or drop. Check audit box on add side if changing a course to audit.

   a. Course information can be found [here](#)

3. Sign and date form.

4. Get appropriate approval signatures.

   a. Course is closed (at capacity)
      i. Signature of corresponding course department chair
   b. Prerequisite issue
      i. Signature of corresponding course department chair
   c. Corequisite issue
      i. Signature of corresponding course department chair
   d. Time conflict
      i. Signature of corresponding course department chair
      ii. Signatures of both conflicting course instructors
   e. Audit
      i. No signature required

5. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.

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Course Change Request

College :

Fall   Spring   Other

UD ID Number

Last Name, First Name   Phone

DROP COURSE(S)					ADD COURSE(S)					
CRN	Dept.	Course #	Sec.	Title	CRN	Dept.	Course #	Sec.	Title	☑ if AUDIT

A student may drop a class without record during the first two weeks of classes. (Students dropping all courses must complete a different withdrawal form and are subject to university refund policy.) A student may add a class during the published add-drop period. (Permission of the course instructor is required after the first week of the semester.)

_____   _____
Signature of Student   Date

Processed by:
Date:

_____   _____
Approval   Date

Revised 7/21