



# Course Change Form Instructions

Constantin, Braniff, School of Ministry

## Important Dates: SPRING 2019 REGISTRATION

**January 7** – Registration for Spring 2019 opens.

**January 7- February 1** – Add/Drop period for undergraduates, Braniff, and School of Ministry students.

**January 22-February 26** – Classes can be changed to AUDIT during this time period. Must be enrolled in class and “✓” the AUDIT column on form in ADD COURSE section.

**January 29** – Signature of course instructor in addition to Department Chair signature required to ADD a course.

**February 1** – Last day a course may be added. Last day a course may be dropped without record.

**February 6** – Final day to verify Spring Registration.

**April 2** – Last day to withdrawal from a course.

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1. Fill out UD ID number, last and first name, college (Constantin, Braniff, or School of Ministry), 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.
  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.

