Course Change Form

Unless all steps are completed, change is not official.

Instructons:
1. Complete Student Information.
2. Complete Course Information.
3. Obtain required instructor's and/or dean's signatures. (See schedule of courses regarding deadlines for required signatures.)
4. If receiving Financial Aid and/or Veteran's benefits, obtain authorizing signature from proper official.
5. Sign and return completed form to the Office of the Registrar, MH108.

Penalty:
An "F" grade is assigned for courses not properly dropped. No grade is given for courses not properly added.

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<table>
<thead>
<tr>
<th>Student Number</th>
<th>Last Name</th>
<th>First</th>
<th>Middle/Maiden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>( _____ )</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students: complete Add and/or Drop section.

Circle Your School or College: BUS EDUC ENGR LAS NURS SPA Unclassified

<table>
<thead>
<tr>
<th>Subj</th>
<th>Catalog #</th>
<th>Section</th>
<th>Units</th>
<th>Required Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td></td>
<td></td>
<td></td>
<td>Instructor's Signature</td>
</tr>
<tr>
<td>DROP</td>
<td></td>
<td></td>
<td></td>
<td>Dean's Signature</td>
</tr>
</tbody>
</table>

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Required Signatures

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Please answer the following (If yes, obtain appropriate signature).

1. Have you received an award from the UCCS Financial Aid Office? Yes ☐ No ☐
   Financial Aid Officer ______________________________ Date ______

2. Are you receiving benefits from the VA? Yes ☐ No ☐
   Veteran's Affairs Office __________________________ Date ______

I have read the Schedule of Courses, the most recent change sheet and I accept full academic and financial responsibility for each Drop and Add.

Student Signature ______________________________ Date ______

All forms will be stamped with the date of receipt by the Office of the Registrar. The date received will be used for determining refunds, if any. Rev. 8/11/2010