

Student ID Number: _____

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Instructions: In order for students to change sections, both courses must be in the same part-of-term (ex. 16wk to 16wk, 8M1 to 8M1.) They cannot switch between different part-of-terms (ex. 8M1 to 8M2.) If they want to move from one part-of-term to a different part-of-term, they must process a withdrawal from the course being dropped and then register for the new one.

- Student meets with their instructor to discuss changing from one section to another. If the change also involves a different instructor, both must approve of the change. The department chair may sign-off on behalf of the faculty member(s).
- Instructor will fill out the information for the courses and the student will complete the top of the form.
- **If student is Dual Enrolled**, forward the form to Natalie Mahaffey, Dean of Arts and Sciences, for approval.
- The form is then forwarded to Student Records for processing.

SECTION CHANGE INFORMATION (To be completed by instructor)**Course Dropped**

CRN#	SUBJECT (ART 101)	SECTION # (D20)	CREDIT HOURS	INSTRUCTOR SIGNATURE

Course Added

CRN#	SUBJECT (ART 101)	SECTION # (D20)	CREDIT HOURS	INSTRUCTOR SIGNATURE

COURSE TO BE ADDED AFTER ADD/DROP (To be completed by instructor)

CRN#	SUBJECT (ART 101)	SECTION # (D20)	CREDIT HOURS	INSTRUCTOR SIGNATURE

My signature indicates that I approve of this section change.

Student Signature and Date_____
Dept Chair/Program Mgr Signature and Date_____
Dean Signature and Date (DE Students Only)