

Please print legibly:

NAME _____ SAM ID _____ SEM/YR _____
Last First M.I.



SAM HOUSTON STATE UNIVERSITY STUDENT CLASS SCHEDULE CHANGE FORM



Payment for Additional Tuition is Due Upon Registration Course(s) to be ADDED :			Course(s) to be DROPPED :		
CID #	COURSE PREFIX/NUMBER	SECT #	CID #	COURSE PREFIX/NUMBER	SECT #

CHECK ONE:

STUDENT CHANGE _____ ADMINISTRATIVE CHANGE _____ DROP AFTER DEADLINE _____
 CANCELED CLASS _____ SECTION SPLIT _____ LATE REGISTRATION _____

STUDENT SIGNATURE _____ **DATE** _____
 (REQUIRED)

DEPT CHAIR SIGNATURE _____ **DATE** _____
 (REQUIRED FOR ADMIN CHANGES, CANCELED CLASSES, ADDS AFTER ONLINE REGISTRATION HAS CLOSED)

DEAN'S SIGNATURE _____ **DATE** _____
 (REQUIRED FOR ADDING AFTER THE 12th CLASS DAY (4th CLASS DAY IN THE SUMMER) AND DROPPING AFTER THE DEADLINE)

INSTRUCTIONS FOR SIGNATURES

AFTER YOU HAVE FILLED IN THE REQUESTED INFORMATION THE FOLLOWING SIGNATURES ARE REQUIRED:

- | | |
|--|--------------------------|
| 1) ADDS AFTER ONLINE REGISTRATION HAS CLOSED: | STUDENT AND CHAIR |
| 2) ADMINISTRATIVE SCHEDULE CHANGES: | STUDENT AND CHAIR |
| 3) ADDS AFTER THE 12 th /4 th (IN THE SUMMER) CLASS DAY: | STUDENT, CHAIR, AND DEAN |
| 4) DROPS AFTER THE DEADLINE: | STUDENT, CHAIR, AND DEAN |

***FINAL ACTION IS SUBJECT TO PREVAILING UNIVERSITY/STATE POLICIES

DROP/ADD FEES

A \$2.00 FEE WILL BE CHARGED FOR EACH COURSE DROPPED OR ADDED BY THE STUDENT (LABS EXCLUDED)

- ADDS: AFTER INITIAL PAYMENT, ADDITIONAL TUITION CHARGES MUST BE PAID IMMEDIATELY
 DROPS: REFUNDS WILL BE APPLIED TO ANY AMOUNT DUE ON FUTURE INSTALLMENTS.

FOR REGISTRAR'S OFFICE USE ONLY

APPROVED BY: _____ PROCESSED BY _____ PROCESS DATE: _____