

SCHEDULE REVISION FORM
NORTH CAROLINA STATE UNIVERSITY
Department of Registration and Records

INSTRUCTIONS:

1. Do not use this form if you are dropping all of your courses. To drop all courses, you must follow University withdrawal procedures.
2. Use this form for any schedule revision that requires Departmental or Dean approval.
3. Submit this form to the Department of Registration and Records with the appropriate signatures. The changes on this form are not effective until this step is completed.

SECTION 1

PRINT NAME _____		SEMESTER _____	
Last	First	MI	YEAR: _____
STUDENT ID NUMBER _____		CLASS: _____	CURR: _____
CIRCLE ACTION	DEPT. ABBR.	COURSE NUMBER	SECTION NUMBER
ADD/ DROP/ AUDIT/ CREDIT ONLY			
SIGNED: _____		DATE: _____	
(student)			

SECTION 2

Check all applicable boxes. Departmental approval from the department teaching the course is required for any box checked.

A. Add student to closed section.
 B. Add student to restricted seat in section for which student does not meet the restrictions.
 C. Add student to section creating time conflict.
 D. Add student to lab or problem section for which student does not have paired lecture.
 E. Other: _____

DEPARTMENTAL APPROVAL: _____ DATE: _____

SECTION 3

Check all applicable boxes. Dean's signature is required for any box checked.

A. Drop course after deadline. Assign "W" grade. Do not assign "W" grade.
 B. Add course after deadline.
 C. Change course to Credit Only after deadline.
 D. Change course from Credit Only to regular grading after deadline.
 E. Change course to Audit after deadline.
 F. Add course exceeding total hour limit.
 G. Other: _____

DEAN APPROVAL _____ DATE: _____

NOTE: Forging signatures or altering entries approved by University officials may result in student judicial board action.