



# Schedule Change Form

## 1. Student Information

Name

Date

Longwood ID (L#)

Term

## 2. Courses to Drop

Course ID / CRN

Course Subject & Number

Credit Hours








## 3. Courses to Add

Course ID / CRN

Course Subject & Number

Credit Hours








Override Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4. Approvals

Student's Signature

\_\_\_\_\_

Advisor's Signature

\_\_\_\_\_

Athletic's Signature

\_\_\_\_\_

Students must obtain signature of Chair of Dean to enroll in more the 21 credit hours. Freshman must obtain Chair or Dean to enroll in more then 18 credits hours.

Overload Permission Dean / Dept. Chair

### Student's Responsibility

The Registrar Office will not be responsible for errors resulting from copying numbers incorrectly. Students should obtain a printed copy of their schedule after each registration transaction.

### Signatures

Advisor's signature is required for all students under 46 credit hours, including all Social Work Majors and transfer students during their first semester. Athletes must have signature from their Athletics Coordinator. Department Chair's signature is required for courses that are closed. Dropping under full-time status requires signatures from the Office of Financial Aid and Office of Residential and Commuter Life.

### IMPORTANT NOTICE

**If you drop below half-time status during the semester and you are a Stafford loan borrower, your one time only grace period begins immediately!**

## 5. Submission

Return request in person or from your live.longwood email account to:

[registrar@longwood.edu](mailto:registrar@longwood.edu)

### Registrar's Office Use Only

Processed by

Date