

## LATE SCHEDULE CHANGE REQUEST

<b>Last Name</b>	
<b>First Name</b>	
<b>U.Va. ID #</b>	
<b>U.Va. email</b>	
<b>Academic Year</b>	

**ASSOCIATION:** Are you or were you ever an

ECHOLS SCHOLAR	TRANSFER STUDENT
STUDENT ATHLETE	VISITING INTERNATIONAL
VETERAN	NONE

If none of the above, what was your first-year residence hall? \_\_\_\_\_

**INSTRUCTIONS:**

1. **COMPLETE THIS FORM.** Please double check all information on form to verify you have completed all necessary fields and that the information is correct. Incomplete or incorrect forms will be voided.
2. **ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT.** You can download, save and upload an advising transcript from SIS.
3. **ATTACH ANY OTHER SUPPORTING DOCUMENTATION.** If you wish to attach other supporting documentation (emails, communication with Association Dean, etc) please attach at the bottom of form.

**STUDENT:**

COURSE INFORMATION						
Class Number (5 digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	Variable Credit	Grading Option (select one)

**Semester in which course was taken:**

**Action Requested (check ONE):**

- ADD:** student attended the class since the beginning of the semester, but does not appear on official roster
- WITHDRAW:** student missed both the drop and withdraw deadlines but NEVER ATTENDED the class
- OTHER:** (State briefly; include explanation below.)

**Number of credits you will be enrolled in after above action:** \_\_\_\_\_

(This form cannot be used to request fewer than 12 or more than 17 credits. You will need an additional form to request a reduced course load or a credit overload – please make an appointment to meet with your Association Dean)

**Write a succinct statement** explaining why you are requesting a change to your enrollments after the applicable deadline. Note and initial acknowledgement of the enrollment penalty for a late schedule change below.

**Course Instructor:**

FOR A LATE ADD: Please confirm in the text box below that the student attended the class before the ADD deadline as students may not add a class they have never attended after the add deadline.

FOR A LATE WITHDRAWAL: Please confirm in the text box below that the student was on the class roster but never attended the course – they did not **ever** attend the class and did not submit any course work.

**Instructor's Approval Required:**

\_\_\_\_\_  
INSTRUCTOR (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**IMPORTANT NOTICE:** Students are responsible for course enrollment in accordance with College policies, for knowing College deadlines and for maintaining the accuracy of their University Records. **This includes verifying the accuracy of their enrollments in SIS** before the ADD, DROP, and WITHDRAW deadlines of each semester. **Inclusion in a course Collab site is NOT enrollment in a class.**

**THERE IS AN ENROLLMENT PENALTY for making changes to your enrollment after the applicable deadline. You will be among the LAST students to enroll in classes for next semester.** (Or the following semester, if request comes after enrollment appts for the next enrollment period have been assigned.) If you wish to discuss the consequence of the enrollment penalty please make an appointment with your Association Dean before you submit this request.

Your signature below indicates that you have read and understood the application of the enrollment penalty.

**I do not want to make the requested change if the penalty will apply.**

**I want to make the requested schedule change even if the penalty will apply.**

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

OFFICE USE ONLY

Review Date: \_\_\_\_\_

Decision:

Process:     enrollment changed in SIS     Grade Change Form to UREG    Processing Date:

Notified:     student emailed    Notification Date:

UPLOAD TRANSCRIPT

UPLOAD OTHER SUPPORTING DOCUMENTS