



1235 University Blvd, Steubenville,

SPRING 2012 CHANGE OF COURSE FORM

ENROLLMENT SERVICES – REGISTRAR’S OFFICE

FULL LEGAL NAME STUDENT ID NUMBER DATE

E-MAIL ADDRESS (Please print clearly) MOBILE PHONE NUMBER

LOCAL/SCHOOL ADDRESS STREET CITY STATE ZIP PHONE

HOME/PERMANENT ADDRESS STREET CITY STATE ZIP PHONE

MAJOR 1 MAJOR 2

COURSES DROPPED

DEPT	NO	SEC	COURSE TITLE	CREDIT	START TIME	DAYS	SIGNATURE (IF NEEDED FOR SPECIAL PERMISSION)

TOTAL HOURS DROPPED:

COURSES ADDED

DEPT	NO	SEC	COURSE TITLE	CREDIT	START TIME	DAYS	SIGNATURE (IF NEEDED FOR SPECIAL PERMISSION)

TOTAL HOURS ADDED:

TOTAL HOURS ENROLLED IN AFTER CHANGES:

Responsibility for fulfilling graduation requirements rests with the individual student. Therefore, it is REQUIRED that you seek the input of your advisor or department chair when dropping a course. In addition, changing the number of credits for which you are registered may affect your eligibility for financial aid and the amount of your financial obligation to the University. By signing this form you accept responsibility for the impact your change of course has on your academic and financial requirements, and you agree not to attend a class for which you are not properly registered.

ADVISOR'S SIGNATURE DATE STUDENT'S SIGNATURE DATE

REGISTRATION INFORMATION

AUDITING COURSES: Students wishing to enroll in a course on a non-credit basis are classified as auditor students. Students should first consult their academic advisor before doing so. Permission to audit is granted by the instructor by signing in the special permissions column above. Indicate 'AU' in the credit column. The professor reserves the right to require or restrict an auditor's participation in class discussions, examinations, laboratory work and other evaluation procedures. Auditors must attend classes according to the professor's attendance policy for auditors. Auditor students receive a grade of 'AUS', which confers no college credit. Withdrawal from an audited course will be indicated on a student's transcript by the symbol 'AUW'. Those who do not fulfill attendance obligations and have not formally withdrawn from the class will receive an 'AUU' on their transcripts. The last day to change a course to an audit is Friday, February 3. Students who want to audit a course while in Gaming must obtain Assistant Vice President Zoric's signature before departure. The charge for auditing is the same as that for courses taken for credit. Financial aid cannot be used to cover an audited class (part time or over 18 credits).

CHANGING COURSES:
The last day to add/drop a course is January 25. Beginning January 26 any course dropped must be submitted as a withdrawal.

COURSES REQUIRING SPECIAL PERMISSION:
Some courses may require permission of the instructor or department chair for admittance. The appropriate authority must sign in the last column next to the course (see above). Such courses include, but are not limited to: courses requiring audition and pre-requisite waivers.

ENROLLMENT STATUS:
To be considered full-time, an undergraduate student must take at least 12 total credits during the semester. A graduate student must take at least 9 total credits. To be considered half-time, undergraduates must take at least 6 credits and graduates must take at least 5 credits.

CLOSED CLASSES:
Beginning no earlier than Monday, January 16 through Wednesday, January 25 a student may petition to enter a closed course by completing a "Petition to Enter a Closed Class" form. After November 18 there will be no waitlisting.

For Office Use Only: Initials _____ Date _____

Comments: _____