



# Course Action Form

The Course Action form is to be used only to make changes in your schedule that cannot be made by using SIS.

Use a separate form for each course; the second line can be used for a dependent discussion section or lab connected with the primary course.

After completion, please print the form and submit it to the Office of Summer and Special Academic Programs to be processed.

**Instructors please note:** If your class has reached the assigned room's seating capacity threshold, we cannot enroll any more students in your course.

Last Name

First Name

University ID Number

Local/Cell Phone

Email Address

Your School

Semester

Action Requested

Add

Drop

Change of Data

Reason for needing action

Course restricted

Permission of instructor required

Missed deadline

Course full

Waiver of maximum/minimum credits

Other

Instructor Signature (required)

Dean or Dept. Chair Signature (if required by school)

*Not required for Architecture, Commerce, and Nursing Students*

Class # (5-digits)	Subject Area	Course # (4-digits)	Class Section	Course Title	Var. Credits	Grade Option		
						CR/NC	Audit	Grade

With these Changes, I will be enrolled for \_\_\_\_\_ credits. Approval to go above the maximum or below the minimum allowed by my school requires the approval of the dean's office.

<sup>1</sup>Var. Credit – number of credits requested for variable credit/no credit