This form is to make changes to a STUDENT SCHEDULE AFTER THE PUBLISHED DEADLINES.

Use this form after deadlines to:
1) Add a Class to a Student Schedule.
2) Override a Closed, or other listed error, to add a Class to a Student Schedule. (with instructor approval)
3) Change the Grading Option of a class to Audit. (with instructor approval)
4) Change Grading Option to CR/NC or Letter Grade.
5) Change the Variable number of Credit Hours.
6) Change Class Sections.

**Processing of this form will add the current Late Transaction Fee to the student account unless completed below.**

I certify that a student enrollment error was caused by ___________________ Department.
Please waive the Late Transaction Fee for the student and charge it to Departmental:
Index Code ________________,
Account Code ________________.

Dean of College Signature Date

If you have any questions please feel free to call The Office Of Records and Registration 277-2917

Form EA-2

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