

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

OFFICE OF THE REGISTRAR
RECORDS AND REGISTRATION



DEPARTMENTAL
ENROLLMENT ADJUSTMENT FORM
AFTER DEADLINES

CRN	DEPT.	COURSE #	SECTION #	TERM	

STUDENT INFORMATION

Student Name

UNM ID. Number

Student Signature

Date

By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.

CR/NC <input type="checkbox"/> Letter Grade <input type="checkbox"/> Credit Hr. Change to: _____ Section Change from: _____ Allow Duplicate Course <input type="checkbox"/>	Allow Audit <input type="checkbox"/> Permission To Override Closed Class <input type="checkbox"/> Prerequisite <input type="checkbox"/> Co-requisite <input type="checkbox"/> Time Conflict <input type="checkbox"/>
_____ Department Chair Signature _____ Date	_____ Instructor's Signature _____ Date
_____ Instructor's Dean Signature	
_____ Date	

Above must be completed with ALL required Signatures.

- 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