

Please print legibly:

NAME \_\_\_\_\_ SAM ID \_\_\_\_\_ SEM/YR \_\_\_\_\_  
Last First M.I.



# SAM HOUSTON STATE UNIVERSITY STUDENT CLASS SCHEDULE CHANGE FORM



Payment for Additional Tuition is Due Upon Registration Course(s) to be <b>ADDED</b> :			Course(s) to be <b>DROPPED</b> :		
CID #	COURSE PREFIX/NUMBER	SECT #	CID #	COURSE PREFIX/NUMBER	SECT #

### CHECK ONE:

STUDENT CHANGE \_\_\_\_\_ ADMINISTRATIVE CHANGE \_\_\_\_\_ DROP AFTER DEADLINE \_\_\_\_\_  
 CANCELED CLASS \_\_\_\_\_ SECTION SPLIT \_\_\_\_\_ LATE REGISTRATION \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 (REQUIRED)

DEPT CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 (REQUIRED FOR ADMIN CHANGES, CANCELED CLASSES, ADDS AFTER ONLINE REGISTRATION HAS CLOSED)

DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 (REQUIRED FOR ADDING AFTER THE 12<sup>th</sup> CLASS DAY (4<sup>th</sup> CLASS DAY IN THE SUMMER) AND DROPPING AFTER THE DEADLINE)

### INSTRUCTIONS FOR SIGNATURES

AFTER YOU HAVE FILLED IN THE REQUESTED INFORMATION THE FOLLOWING SIGNATURES ARE REQUIRED:

- |  |                          |
|--|--------------------------|
| 1) ADDS AFTER ONLINE REGISTRATION HAS CLOSED:                                  | STUDENT AND CHAIR        |
| 2) ADMINISTRATIVE SCHEDULE CHANGES:  | STUDENT AND CHAIR        |
| 3) ADDS AFTER THE 12 <sup>th</sup> /4 <sup>th</sup> (IN THE SUMMER) CLASS DAY: | STUDENT, CHAIR, AND DEAN |
| 4) DROPS AFTER THE DEADLINE:   | STUDENT, CHAIR, AND DEAN |

\*\*\*FINAL ACTION IS SUBJECT TO PREVAILING UNIVERSITY/STATE POLICIES

### DROP/ADD FEES

A \$2.00 FEE WILL BE CHARGED FOR EACH COURSE DROPPED OR ADDED BY THE STUDENT (LABS EXCLUDED)

- ADDS: AFTER INITIAL PAYMENT, ADDITIONAL TUITION CHARGES MUST BE PAID IMMEDIATELY  
 DROPS: REFUNDS WILL BE APPLIED TO ANY AMOUNT DUE ON FUTURE INSTALLMENTS.

### FOR REGISTRAR'S OFFICE USE ONLY

APPROVED BY: \_\_\_\_\_ PROCESSED BY \_\_\_\_\_ PROCESS DATE: \_\_\_\_\_