Administrative Course Change Form

Please Ensure That:
- CRN /Subject/ Course /Section are correct
- Change reason is appropriately documented
- AFTER CENSUS Chair Memo Attached

Student Must Have:
- No Holds
- No Time conflicts
- Existing Schedule

Reason for schedule change (Check one)
- □ Course Split
- □ Course Cancelled
- □ Course Time/Location Changed
- □ Department/Faculty Error
- □ Medical Circumstance*
- □ Advising Error*

DROP

| CRN | Subject | Course | Section |

ADD

| CRN | Subject | Course | Section | Date of First Attendance |

*Must include appropriate documentation

*Student Financial Aid may be affected by schedule changes

Student Signature: Date:

Staff Net ID: Term:

Warning:
- Departments may not receive formula funding for student schedule changes after the census date
- Students seeking to ONLY drop courses must be directed to their schedule on CatsWeb

Submit completed form to Registrar@txstate.edu
- Must be submitted by official department personnel email account.
- Incomplete forms will not be processed.
- Mailed/Faxed/Dropped Off forms will not be processed.