

# Administrative Course Change Form

Student Name:	Student ID:
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Please Ensure That:	Student Must Have:
CRN /Subject/ Course /Section are correct Change reason is appropriately documented <u>AFTER CENSUS</u> Chair Memo Attached	<ul style="list-style-type: none"> <li>No Holds</li> <li>No Time conflicts</li> <li>Existing Schedule</li> </ul>

Reason for schedule change (Check one) \*Must include appropriate documentation

<input type="checkbox"/> Course Split	<input type="checkbox"/> Course Cancelled	<input type="checkbox"/> Course Time/Location Changed
<input type="checkbox"/> Department/Faculty Error	<input type="checkbox"/> Medical Circumstance*	<input type="checkbox"/> Advising Error*

<b>DROP</b>				<b>ADD</b>				
CRN	Subject	Course	Section	CRN	Subject	Course	Section	Date of First Attendance

\*Student Financial Aid may be affected by schedule changes

Student Signature:	Date:
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Staff Net ID:	Term:
<b>Warning:</b> <ul style="list-style-type: none"> <li>Departments may not receive formula funding for student schedule changes after the census date</li> <li>Students seeking to <b>ONLY</b> drop courses must be directed to their schedule on CatsWeb</li> </ul>	

AA/PPS No. 02.02.20

- 02.01.b Administrative schedule changes originate with a request from a department chair to split a class or combine a class
- 04.01 An administrative schedule change enables one of more departments to change a student's schedule
- 04.02 The department chairs must assure that the administrative schedule change meets the following
- 04.03 The ACC form will be processed by the Office of the University Registrar after Census Date
- 04.04 Each change must have the student's signature before it will be processed
- 04.05 In the case of an off-campus class, contact the Office of the University Registrar if an extension is required
- 04.06 All ACC forms processed after the census date must have documentation attached

Chair Signature:	Date:
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Submit completed form to [Registrar@txstate.edu](mailto: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.