

IMPORTANT INSTRUCTIONS FOR SCHEDULE CHANGE FORM

The Schedule Change form is used in the Office of Records and Registration, Tillman 126 to **Add** courses which need **special permission** or are **closed**. It may be used through the first week of the fall or spring semester. After the first week, consult with the Dean of the college where the course is offered. If used for a summer session, please be aware of shortened deadlines (usually the first day the course begins.)

This form may also be used by Undergraduate students to select the **S/U** (satisfactory/unsatisfactory) option for a course within the first two weeks of the fall or spring semester. If used for a summer session, please be aware of shortened deadlines.

Note: This form is **NOT** to be used for general registration. All students have access to Wingspan where they can add or drop courses through the posted deadline periods. For more information regarding registration, please visit the Office of Records and Registration website at <http://www.winthrop.edu/recandreg/> (click on Registration Procedures) or call 803-323-2194.

WINTHROP UNIVERSITY

Schedule Change Form

Student Number

Student Name (Last, First, Middle)

Please Print

COURSES TO ADD TO SCHEDULE

5-digit Call Number Example: 19999	Subject WRIT	Course Number 101	Semester Hours 3	Approval needed for closed and restricted courses from department chair. Dean of college needed if past the last day to add.

COURSE TO BE TAKEN ON S/U BASIS. (Only one course may be taken on the S/U basis.)

Teacher Certification students: Double-check your course.

Some courses are not allowed to be taken on the S/U basis in your major.

Subject (WRIT)	Course Number (101)	Semester Hours (3)

Student Signature: _____

Date: _____

Registration Office Use Only	
Term:	_____
Date of Action:	_____
Processed By:	_____