



University Student Records

Change of Schedule

Submitting Instructions: Send the completed and approved form, by NMSU email, to University Student Records at record_grade@nmsu.edu or by fax to (575)646-1579. For questions or additional information on this form please call University Student Records at (575) 646-3411.

General Information

Waitlist Restrictions: Waitlists cannot be overridden, even with the instructor's signature. Students should put themselves on waitlists when available.

Signature Limitations: All signatures must be dated.

*Instructor signatures are valid for 2 business days, not counting the day on which the signature was given.

Student Information

Aggie ID Number:

Last Name, First Name, Middle Initial:

Semester/ Year

Fall 20 _____

Spring 20 _____

Summer 20 _____

College/Major:

Phone Number:

Course Add, Drop, Withdrawal Information

Add/Drop/Withdrawal	CRN	Subject	Course Number	Section	Credit Hours	S/U	Audit	Instructor's Signature and Date (Only for necessary overrides)	Override Being Granted
								Date	Closed Section Consent of Instructor Pre-req/Co-req*
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***Instructor's should only select the registration override(s) granted and cross out overrides that are not granted.**

Comments if needed:

Financial responsibilities concerning registration can be found at [University Accounts Receivable Terms & Conditions](#). Financial Aid/Scholarship Recipients are encouraged to contact [University Financial Aid and Scholarship Services](#) before withdrawing. Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds. (Form not to be used to withdrawal from the university.) Students with questions about how a schedule change will impact their progress toward degree should consult their academic advisor.

X

Student Signature: _____

Date: _____

Senior Citizen Reduced Tuition Waiver:

Please check this box if you are enrolling under the Senior Citizen Reduced Tuition Program. You acknowledge that registration will not take place until the first day of the semester and must occur through University Student Records.

Max Credit Hour Overload Approval

Please indicate exactly how many credit hours over the maximum allowed per semester, as indicated in catalog, you are approving the student to register for.

The student has permission to take _____ credit hour(s) over the maximum hours allowed in a semester.

Required for class overload override

X

Assoc. Academic Dean Signature/VPAA Signature _____

Date _____

Official Use Only

Reviewed & Processed By:

Date:

Comments: