

**REGISTRAR'S OFFICE
ADJUSTMENT FORM – FALL 2009
(For Drop downs/Moving Up)**

This form will be processed by the Registrar's Office for the following **registration transactions ONLY**. This form may be used for CHE, MAP/MAT, and PHY courses that allow for undergraduates to drop down or move to a higher-level CHE, MAP/MAT or PHY course after the add/drop deadline. **These registration changes MUST be processed by the approved deadline date (See Below.)** After the approved deadline date, **student MUST file a PETITION** for this transaction to be processed and the student will have a "W" withdrawal recorded on their academic record.

- **Approved Move Ups / Drop Downs (CHE)** - Deadline date to process a move into a **lower or higher-level** course is determined by the Undergraduate Department and College Curriculum Committee. Check with the appropriate department for the **approved deadline date**. **Signature required from the instructor (or Program Director) for the new course you are switching into. Deadline – Friday, October 2, 2009 – 4:00 PM**
- **Approved Move Ups / Drop Downs (PHY)** - Deadline date to process a move into a **lower or higher-level** course is determined by the Undergraduate Department and College Curriculum Committee. Check with the appropriate department for the **approved deadline date**. **Signature required from the instructor (or Program Director) for the new course you are switching into. Deadline – Friday, October 9, 2009 – 4:00 PM**
- **Approved Move Ups / Drop Downs (MAT or MAP)** – Deadline date to process a move into a **lower or higher-level** course is determined by the Undergraduate Department and College Curriculum Committee. Check with the appropriate department for the **approved deadline date**. **Signature required from the instructor (or Program Director) for the new course you are switching into. Deadline – Friday, October 23, 2009 – 4:00 PM**

Student Name: _____ (SBID#): _____

(Student may use SS# if student does not know his/her SBID#:

(SS#): _____

Student Signature: _____ *Date:* _____

Falsification of signatures is punishable as Academic Dishonesty. Registrar's Office retains all submitted forms for verification of instructor signature.

• **Approved Drop Down:**

Current Course & Section #: _____ & Class Nbr: _____



NEW COURSE & SECTION#: _____ & Class Nbr: _____

Instructor Signature

(or Authorized Department Signature): _____ (Date) _____

Undergraduate College Advisor or Freshman Advisor _____ (Date) _____

(For first semester freshman only)

• **Approval To Move Up:**

Current Course & Section #: _____ & Class Nbr: _____



NEW COURSE & SECTION#: _____ & Class Nbr: _____

Instructor Signature

(or Authorized Department Signature): _____ (Date) _____

Undergraduate College Advisor or Freshman Advisor _____ (Date) _____

(For first semester freshman only)

FOR OFFICE USE:

Date Processed: _____; Staff Initials: _____