Administrative Course Change Form

<table>
<thead>
<tr>
<th>Please Ensure That</th>
<th>Student Must Have:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN /Subject/ Course /Section are correct</td>
<td>• No Holds</td>
</tr>
<tr>
<td>Change reason is appropriately documented</td>
<td>• No Time conflicts</td>
</tr>
<tr>
<td>AFTER CENSUS Chair Memo Attached</td>
<td>• Existing Schedule</td>
</tr>
</tbody>
</table>

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

- [ ] Course Split
- [ ] Course Cancelled
- [ ] Course Time/Location Changed
- [ ] Department/Faculty Error
- [ ] Medical Circumstance*
- [ ] Advising Error*

**DROP**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**ADD**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Date of First Attendance</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*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.