

## Change of Schedule – Course Adds

To submit the completed form:

*In person:* Take form to the One Stop for Student Success, Room 101 Campus Ave. Bldg.

*By campus mail:* Send form to Office of the University Registrar, 301 S. Campus Avenue, Oxford OH 45056

**REGISTRATION IS NOT COMPLETE UNTIL THIS FORM IS SUBMITTED TO THE ONE STOP FOR STUDENT SUCCESS OR THE OFFICE OF THE UNIVERSITY REGISTRAR**

Term: \_\_\_\_\_  FALL  WINTER  SPRING  SUMMER

Unique ID: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last* *First* *Middle Initial*

Phone: \_\_\_\_\_

**COURSE ADDS** – Please use the Independent Study form to add independent study courses. Instructor and Department Chair signatures required after change of schedule through Bannerweb closes or for a section change.

CRN	Subject	Course #	Section	Credit Hours	Symbol *	Instructor Signature & Date	Dept. Chair or Designee Signature & Date

\***Course Symbol** - No symbol is needed if taking a course for a letter grade.  
 A = Audit   X = Credit/No Credit   U = Undergraduate Credit for Graduate Course   \* = Remove Symbol