



Course Change Form Instructions

Constantin, Braniff, School of Ministry

Important Dates:

January 15, 2018 – Registration for Spring 2018 begins

January 23, 2018 – Instructor approval required to add a course after this date.

January 26, 2018 – Last day a course may be added. Last day a course may be dropped without record.

April 3, 2018 – Last day to withdrawal from a course

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1. Fill out UD ID number, last and first name, college (Constantin, Braniff, or School of Ministry), semester, and phone number.
 2. Fill out course information on correct side of form – add or drop. Check audit box on add side if changing a course to audit.
 - a. Course information can be found [here](#)
 3. Sign and date form.
 4. Get appropriate approval signatures.
 - a. Course is closed (at capacity)
 - i. Signature of corresponding course department chair
 - b. Prerequisite issue
 - i. Signature of corresponding course department chair
 - c. Corequisite issue
 - i. Signature of corresponding course department chair
 - d. Time conflict
 - i. Signature of corresponding course department chair
 - ii. Signatures of both conflicting course instructors
 - e. Audit
 - i. No signature required
 5. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.

