# Schedule Change Form

Term: 

Name: ___________________________________________ Phone: ____________________________________

Date: __________ Program: ___________________________ Student ID: _________________________

Student ID can be found in My Mercy

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sect. #</th>
<th>Course Name</th>
<th>Drop</th>
<th>Add</th>
<th>Instructor’s Signature (to add after add/drop period)</th>
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Student load for term after drop/add: ____________  Part Time = <12 credits  
Full Time = 12 to 18 credits

• Course may be added during the first week of the term only without instructor signature.
• Dropping a class during weeks 2-9 will result in a grade of W.
• Consult with the Business and Financial Aid offices to understand the impact of this change on your financial aid and tuition.
• Shorter term (less than 15 weeks) have prorated drop/add date.

Student’s signature __________________________________ Advisor’s signature ________________________________

8394600-060 W 10/16