

For Registrar Office Use Only  
Initials \_\_\_\_\_



## Schedule Change Form

Term: \_\_\_\_\_

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

Date: \_\_\_\_\_ Program: \_\_\_\_\_ Student ID (located in My Mercy): \_\_\_\_\_

Course #	Sect #	Course Name	Drop	Add	Instructor's Signature (to add after add/drop period)

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: \_\_\_\_\_