



**Benedictine  
University®**

AT MESA

### ADD Course AFTER Add/Drop Week

Course Changes for:					Year:
<input type="checkbox"/> Fall <input type="checkbox"/> Spring ( <i>January session</i> ) <input type="checkbox"/> Spring ( <i>regular semester</i> ) <input type="checkbox"/> Summer					
First Name:			Last Name:		ID #:
Class Number <small>(example: 5421)</small>	Subject <small>(example: CHEM)</small>	Catalog # <small>(example: 113)</small>	Credit Hours	Course Title	PIN #*
<p>*As appropriate, the Department Head may provide a PIN number to a student  <i>Students are responsible for obtaining all four signatures before the request can be processed by the Registrar.</i></p>					
STEP 1: Instructor(s) signature/Date					
STEP 2: Department Head signature/Date					
STEP 3: Academic Advisor signature/Date					
STEP 4: Registrar signature/Date					
<p>I understand that there may be financial implications when changing my schedule.</p> <p>Student Signature: _____ Date _____</p>					