Carnegie Mellon University
University Registrar's Office

Course Add, Switch Section or Change Units Request
Current Semester

This form is used for adding a course, switching sections, or changing the number of units for a course after the established add period and during the semester in which the course is offered. Students can check Student Information Online (SIO) to see if the appropriate schedule changes have been made. **Undergraduate students** who add a course or switch a section after the established add period are required to obtain the permission of their academic advisor and their associate dean. **Graduate students** must have the permission of their academic advisor and department head.

STUDENT INFORMATION

Student Andrew ID: _____

Student Name: _____
Last/Family, First and/or Preferred, MI

College: _____ Department: _____ Class: _____

Semester (*check one*): ☐ Fall ☐ Spring ☐ Summer-All ☐ Summer-1 ☐ Summer-2 Year _____

SPECIAL PERMISSION INFORMATION

Please check the appropriate option:

☐ I wish to request permission to add the following course(s):

Course #	Section	Units	Course Name	Instructor's Approval/Date

Student's reasons for adding course late: _____

☐ I wish to request permission to switch sections for the following course(s):

Course #	Old Section	New Section	Units	Course Name	Instructor's Approval/Date

☐ I wish to change units for the following course(s):

Course #	Section	Old Units	New Units	Course Name	Instructor's Approval/Date

SIGNATURES

Student Signature: _____ Date: _____
mm/dd/yyyy

Advisor Name: _____ ☐ Approve ☐ Deny Date: _____
Type/Print   *Signature*   mm/dd/yyyy

Associate Dean: _____ ☐ Approve ☐ Deny Date: _____
Undergraduate Students Only   *Type/Print*   *Signature*   mm/dd/yyyy

Department Head: _____ ☐ Approve ☐ Deny Date: _____
Graduate Students Only   *Type/Print*   *Signature*   mm/dd/yyyy

University Registrar's Office Use Only

Processed by: _____ Date: _____

Student Account Office Review for Prior-Term Adjustment

SAO Director: _____ Tuition Adj. (if any): _____ Date: _____