



Office of the Registrar

SCHEDULE ACTION FORM

Use this form add/drop classes after the student portal is closed for the term – after the last day to add a class.

Name: _____

Date: _____

Student #ID: _____
(bottom right Cavs Card)

Year/Term: _____

Email address: _____

CHECK ALL THAT APPLY:

- SENIOR
- JUNIOR
- SOPHOMORE
- FRESHMEN
- STUDENT ATHLETE
- NON-DEGREE

Comments: _____

ADVISOR SIGNATURE (required)

DEAN/DEPARTMENT CHAIR (only required if outside posted due dates)

COURSE <i>(Ex: ACC 2010)</i>	TITLE <i>(Ex: Prin. Financial Accounting)</i>	CREDIT HOURS	ADD	DROP WITHDRAW	SIGNATURE <i>(Only if instructor permission needed to add class or if changing to Audit/CR/NC.)</i>
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	
			<input type="checkbox"/> ADD	<input type="checkbox"/> DROP/WITHDRAW	

Total hours enrolled AFTER changes:

An email will be sent to the student email address above if there are problems associated with processing. It is the responsibility of the student to check for schedule accuracy and updated changed in the student portal (my.uvawise.edu). Click on Students at the top of the page and on the Course Planning link on the left.

RETURN TO THE OFFICE OF THE REGISTRAR, CROCKETT HALL, SECOND FLOOR

FOR OFFICE USE ONLY