<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>UNITS</th>
<th>CLASS NUMBER</th>
<th>TIME</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ARCH</td>
<td>106x</td>
<td>4</td>
<td>11111</td>
<td>10</td>
<td>MWF</td>
</tr>
</tbody>
</table>

**CLASS TO BE ADDED**

**CLASS TO BE DROPPED**

**CLASS TO AUDIT OR TAKE FOR PASS/NO PASS**

**INSTRUCTOR SIGNATURE:** Students must obtain approval from the instructor before adding any class after the 1st week.

**PLEASE NOTE:** If a course is closed or requires D-clearance, instructor signature and department stamp are required on this form.

X X X X

“I have consulted with my Academic Advisor as necessary, and, after considering the advice, have decided to make the changes on this document to my course schedule.”

________________________

Student’s Signature

Date

For ASCJ/COMM/JOUR/PR Classes: Instructor signature and department stamp are required for classes that are closed and/or require D-clearance. Once the instructor’s signature is obtained, the form should be turned into ASC 140 as soon as possible. The form will be processed within 24 hours and the student will be notified when processing has been completed.