### Student's Name
Last
First
M.I.
Student's USC ID Number
Student's USC Email

Semester Requested: Spring 2019__________ Summer 2019__________ Fall 2019__________

#### CLASSES TO BE ADDED

<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>

**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  
X  

#### CLASSES TO BE DROPPED

<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>
</table>

**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

#### CLASSES TO AUDIT OR TAKE FOR PASS/NO PASS

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>UNITS</th>
<th>CLASS NUMBER</th>
<th>TIME</th>
<th>DAYS</th>
<th>GRADE OPTION (LETTER GRADE, PASS/NO PASS, AUDIT)</th>
</tr>
</thead>
</table>

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.