

REGISTRAR'S OFFICE
ADJUSTMENT FORM – FALL 2008
(For Drop downs/Moving Up) (Rev: 9/04/08)

This form will be processed by the Registrar's Office for the following **registration transactions ONLY**. This form may be used for MAP/MAT, and PHY courses that allow for undergraduates to drop down or move to a higher-level MAP/MAT, or PHY course after the add/drop deadline. **These registration changes MUST be processed by the approved deadline date (See Below.)** After the approved deadline date, **student MUST file a PETITION** for this transaction to be processed and the student will have a "W" withdrawal recorded on their academic record.

- **Approved Move Ups / Drop Downs (PHY)** - Deadline date to process a move into a **lower or higher-level** course is determined by the Undergraduate Department and College Curriculum Committee. Check with the appropriate department for the **approved deadline date**. **Signature required from the instructor (or Program Director) for the new course you are switching into. Deadline – Friday, October 10, 2008 - 4:00 PM**
- **Approved Move Ups / Drop Downs (MAP/MAT)** - Deadline date to process a move into a **lower or higher-level** course is determined by the Undergraduate Department and College Curriculum Committee. Check with the appropriate department for the **approved deadline date**. **Signature required from the instructor (or Program Director) for the new course you are switching into. Deadline – Friday, October 24, 2008 - 4:00 PM**

Student Name: _____ (SBID#): _____

Student Signature: _____ *Date:* _____

Falsification of signatures is punishable as Academic Dishonesty. Registrar's Office retains all submitted forms for verification of instructor signature.



Approved Drop Down:

Current Course & Section #: _____ & Class Nbr: _____



NEW COURSE & SECTION#: _____ & Class Nbr: _____

Instructor Signature

(or Authorized Department Signature): _____ (Date) _____

Undergraduate College or Freshman Advisor

(For first semester freshmen only) _____ (Date) _____



Approval To Move Up:

Current Course & Section #: _____ & Class Nbr: _____



NEW COURSE & SECTION#: _____ & Class Nbr: _____

Instructor Signature

(or Authorized Department Signature): _____ (Date) _____

Undergraduate College or Freshman Advisor

(For first semester freshmen only) _____ (Date) _____

APPROVAL to OVERRIDE CLASS LIMIT OF NEW COURSE OF MOVE UP/DROP DOWN:

_____ (Date) _____

Instructor or Departmental Signature

IMPORTANT NOTE: Unless Approval is provided, Student must find an open section to register for this course

FOR OFFICE USE: Date Processed: _____;

Staff Initials: _____