



Schedule Change Form

1. Student Information

Name

Date

Longwood ID (L#)

Term

2. Courses to Drop

Course CRN

Course Subject & Number

Credit Hours

3. Courses to Add

Course CRN

Course Subject & Number

Credit Hours

Override Signature (see below)

4. Approvals

Student's Signature

(Electronic Signatures Not Accepted)

Advisor's Signature

Athletic's Signature

Students must obtain signature of Chair or Dean to enroll in more the 21 credit hours.

Overload Permission Dean / Dept. Chair

Student's Responsibility

The Registrar's Office will not be responsible for errors resulting from copying numbers incorrectly. Students should obtain a printed copy of their schedule after each registration transaction.

Signatures

Advisor's signature is required for all students under 46 credit hours, including all Social Work Majors and transfer students during their first semester. Athletes must have signature from their Athletics Coordinator. Department Chair's signature is required for courses that are closed. Dropping under full-time status requires signatures from the Office of Financial Aid and Office of Residential and Commuter Life.

IMPORTANT NOTICE

If you drop below half-time status during the semester and you are a Stafford loan borrower, your one time only grace period begins immediately!

5. Submission

Longwood University
Office of the Registrar
201 High St.
Farmville, VA 23909

Phone: 434-395-2580
Fax: 434-395-2252
registrar@longwood.edu

Registrar's Office Use Only

Processed by

Date