# Schedule Change Form - Indiana University East

Use During Automatic W period only
After Automatic W period use "Drop Only" form*

**Student's Name:**
LAST __________ FIRST __________ MIDDLE __________

**Student's ID No.:** _______ _______ **Major:** ___________________ **Semester/Yr:** __________

1. **Student's Signature**
2. **Date of Request**
3. **Advisor's Signature**

## Drop:

<table>
<thead>
<tr>
<th>Department (Ex. Biol-N)</th>
<th>Course Number (Ex. 212)</th>
<th>Class Number (Ex. 1213)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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## Add:

Signature Req'd after the 1st week of classes

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Class No.</th>
<th>Credit Hrs</th>
<th>Instructor</th>
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3. **Financial Aid Rep.**

5. **Student Records — Processed By**

4. **Student Accounts Office Rep.**

STUDENT RECORDS — DATE PROCESSED

Complete form and get all signatures in the numbered order.
Schedule Change is not official until processed by Student Records.
This form will not be accepted after the Automatic W period.

*As stated in the Current Bulletin Automatic W period is the 1st nine weeks in Fall & Spring and the 1st four weeks in Summer.*