UCONN
OFFICE OF THE REGISTRAR

233 Glenbrook Road, U-4077
Storrs, CT 06269-4077
Phone: 860-486-3331 Fax: 860-486-0062
Email: registrar@uconn.edu

Schedule Revision Request

(Return to Registrar's Office at your current campus)

Name: _____ **Student ID (or NetID):** _____

☐ Undergraduate
☐ Graduate
☐ Non-Degree

School/College: _____ **Campus:** _____

Major: _____

Year: ☐☐☐☐ Fall ☐ Winter ☐ Spring ☐ May ☐ SS1 ☐ AS1 ☐ SS2 ☐ AS2 ☐ SS3 ☐

All students may add and drop courses from the time that registration opens through the second week of the semester without special permission via the Student Administration System. Courses dropped during this period are not recorded on the student's record.

ADD

During the third and fourth weeks of the semester, a student may add courses through the Office of the Registrar with consent of the student's course instructor, advisor, and the head of the department offering the course. After the fourth week of the semester, the permission of the student's dean is also required.

Class No.	Subject Area	Catalog No.	Sec.	Credits	Instructor Signature	Department Head Signature*

* Department heads for academic departments can be located using the Department Directory at phonebk.uconn.edu. Regional campus students check with your Dean/Designee (below) before contacting the department head.

DROP

If a student drops a course after the second week of the semester, a "W" for withdrawal is recorded on the transcript. From the third through the ninth week of the semester, a student must obtain the advisor's signature to drop one course. To drop more than one course during that period, a student must obtain both the advisor's and the dean's signature. No student is permitted to drop a course after the ninth week of classes unless the dean makes an exception. Exceptions are made only for extenuating circumstances beyond the student's control.

Class No.	Subject Area	Catalog No.	Sec.	Credits

Student *(Required)* _____ *(Print)* _____ *(Signature)* Date _____

Advisor _____ *(Print)* _____ *(Signature)* Date _____

Dean/Designee** *(If applicable)* _____ *(Print)* _____ *(Signature)* Date _____

** Your Advising Dean/Designee is determined by your academic program and/or campus, please contact the office listed below:

- Undergraduate and Non-Degree Storrs Students: Academic Advising Center for your major (see advising.uconn.edu for specific information)
- Undergraduate and Non-Degree Regional Students: Office of Student Services/Academic Advising Center on your Campus
- Graduate Students: The Graduate School