UNIVERSITY of VIRGINIA
COLLEGE OF ARTS & SCIENCES

LATE SCHEDULE REQUEST

Last Name	
First Name	
U.Va. ID #	
U.Va. email	
Academic Year	☐ First ☐ Second ☐ Third ☐ Fourth

Association: Are you or were you ever an

☐ Echols Scholar ☐ Student Athlete

☐ Transfer Student ☐ Visiting International

If none of the above, what was your first-year residence hall? _____

INSTRUCTIONS:

1. **SCHEDULE A MEETING WITH YOUR ASSOCIATION DEAN.**
2. **COMPLETE THIS FORM.** Obtain instructor's signature *or* attach email with permission to make this change.
3. **ATTACH a STATEMENT** (not hand-written) explaining why you would like to make a change to your enrollment after the College deadline.
4. **ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT**. You can print this from your SIS account.
5. **BRING COMPLETED REQUEST** (with all attachments) to the meeting with your Association Dean.

COURSE INFORMATION								
Class Number (5 digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	Variable Credit	Grading Option (check ONE)		
						Grade	Audit	CR/NC
						☐	☐	☐

Course Semester: ☐ Fall 20___ ☐ Spring 20___ ☐ other _____

Action Requested (check ONE)**:**

☐ ADD: student attended the class since the beginning of the semester, but does not appear on official roster

☐ OTHER: (State briefly in attached explanation) _____

Number of credits you will be enrolled in <u>after</u> above action: _____

This form cannot be used to add a course to enroll in more than 17 credits or drop below 12 credits.
Going over 17 credits with require an attached Course Hour Overload Request form.

Instructor's Approval Required: _____

INSTRUCTOR (PRINTED) SIGNATURE DATE

IMPORTANT NOTICE: Students are responsible for choosing courses in accordance with College policies, for knowing College deadlines and for maintaining the accuracy of their University Records. **This includes verifying the accuracy of their enrollments** before the ADD, DROP, and WITHDRAW deadlines of each semester. **You will not be added to your requested course/s** if doing so will cause the course enrollment to exceed the room capacity of the assigned room. Course enrollment cannot exceed room capacity. THERE ARE NO EXCEPTIONS.

THERE IS AN ENROLLMENT PENALTY for making changes to your enrollment after the published College deadline. You will be among the LAST students to enroll in classes for the next applicable semester of course enrollment. Your signature below indicates that you have read and understood this notice.

_____

STUDENT SIGNATURE DATE

OFFICE USE ONLY Review Date: _____

Decision: ☐ course added ☐ course dropped ☐ W assigned ☐ other _____ ☐ DENIED

Penalty: ☐ applied ☐ waived ☐ N/A _____ Decision recorded: _____

Process: ☐ enrollment changed in SIS ☐ GCF to UREG ☐ Recorded in ImageNow& database

Notified: ☐ student emailed Notification Date: _____