



620 N. Emerald Road \* P.O. Box 1467 \* Greenwood, SC 29648-1467  
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## Change of Class Schedule (Application for Drop/Add)

Student Name \_\_\_\_\_

Major \_\_\_\_\_

PTC ID # \_\_\_\_\_

Check the appropriate term:  Fall  Spring  Summer Year \_\_\_\_\_

### Drop a Class

List classes you are dropping:

Subject      Course #      Section

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Add a Class

List classes you are adding:

Subject      Course #      Section      Dean/DH  
Initials

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Request to Register after Add/Drop Period

In order to enroll in a course after the add/drop period, students must have the signature of the Academic Dean over the subject area.

Reason for late request: \_\_\_\_\_

Action taken by Dean:  Approved  Denied

Academic Dean Signature: \_\_\_\_\_ Date \_\_\_\_\_

Action taken by Dean:  Approved  Denied

Academic Dean Signature: \_\_\_\_\_ Date \_\_\_\_\_

Financial Approval: \_\_\_\_\_ Date \_\_\_\_\_