



**SCHEDULE CHANGE:  
SPECIAL CIRCUMSTANCES FORM**

**HOLY NAMES UNIVERSITY**  
3500 Mountain Blvd  
Oakland, Ca 94619  
Phone: (510) 436-1133 / Fax: (510) 436-1199

**REQUIRED INFORMATION**

**Name** \_\_\_\_\_ **Student ID:**

I wish to change my schedule as follows: \_\_\_\_\_

Student Signature (REQUIRED)

Date

**CLASS ADD: Instructor's Signature Required**

DEPT	Class Number	Class Section	Title	Class Units	Year	Term	Instructor Signature	Date

**Note:** Instructors' Signatures are **REQUIRED** to add Private Music Lessons

**CLASS ADD: Prerequisite/Conflict Authorization**

DEPT	Class Number	Class Section	Title	Class Units	Year	Term	Class Transferred In/ Prerequisite Taken

**NOTE:** Use this section to add courses with time conflicts, courses you are repeating, and courses that require prerequisite authorization.

**Registrar's Office Signature (Required):** \_\_\_\_\_

**GRADING STATUS CHANGE**

DEPT	Class Number	Class Section	Title	Class Units	Year	Term	Grade Type Change (CR/LG/AU)		Instructor's Signature
							Current	Change to	

- NOTE:**
- Permission to audit a course must be received from the instructor and academic advisor and the course must be listed in the Schedule of Classes. Laboratory courses, some studio courses and Independent courses may not be audited.
  - Undergraduate Students may take up to 8 courses at HNU as Credit/No Credit (No more than 1 course per term).
  - ENGL 001A, ENGL 001B, ESLG 24A, ESLG 24B, ISAC 195(W), and courses required as preparation for the student's major itself cannot be taken as Credit/No Credit
  - Grading Status Changes must be submitted by the last day to add of the respective term.
  - **Key:** CR= Credit/No Credit (Pass/Fail) ; LG = Letter Grade; AU = Audit.

**CLASS ADD: Independent Study/Directed Study/Research**

**Note:**  
Students must submit an Independent Study/Special Study Form to register for Independent Study/Directed Study/Research Courses. Forms are available in the Student Resource Center or online at <http://www.hnu.edu/academics/registrar.html>