

Schedule Change and Special Circumstances Form



Information and Instructions for each section

Section I – Add Class(es) - This section is used to add class(es) during the following terms: **Fall Term 2, Spring Term 4, and Summer Term 6**, to add classes that require an advisor's or instructor's signature during open online registration, or to add classes when online registration is not possible. Instructor's signatures are required to add Private Music Lessons and other classes as noted on the Schedule of Classes, or to be moved off a waitlist. An advisor's signature is required to add courses that require prerequisite authorization or for courses you are repeating. To enroll in a class for which you have not met the prerequisite, the Department Chair's signature is also required.

Example:

ADD CLASSES									
DEPT	Class Number	Class Section	Title	Class Units	Year	Term	Wait List	Class Transferred/Prerequisite Taken/ Other Details (when relevant)	Instructor/Advisor Signature (if needed)
PSYC	100W	1	Experimental Psychology	4	Fall 2016		Yes	Added to class from being on Waitlist	Instructor Signature Required
ENGL	001B	1	Critical Reading and Writing II	3	Fall 2016			Class Transferred ENGL 001A from Merritt College	Advisor Signature Required
BSADA	160	1	Principles of Marketing	3	Fall 2016	2			

Section II – Drop Class(es) or Grade Status Change –

This section is used to drop class(es) after online registration closes and before the Last Day to Drop deadline. Please refer to the Academic Calendar for drop and grade change deadlines: <http://www.hnu.edu/academics/academicCalendar.html>

Grade Status Change:

- 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 Study 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 your major cannot be taken as Credit/No Credit.
- Grading Status Change must be submitted by the last day to add of the respective term.
- **KEY: CR = Credit/No Credit (Pass/Fail), LG = Letter Grade and AU = Audit**

Example:

DROP OR GRADE STATUS CHANGE									
DEPT	Class Number	Class Section	Title	Class Units	Year	Term	Grade Type Change Only (CR/LG/AU)		Instructor's Signature for Grade Status Change Only
							Current	Change To	
ENLGA	108W	1	Professional Writing	3	Fall 2016				
PSYCA	140	1	Social Psychology	3	Fall 2016	1	LG	CR	Instructor's Signature Required

Section III – Withdrawal– This section is used to withdraw from class(es). Please refer to the Academic Calendar for withdrawal deadline dates:

<http://www.hnu.edu/academics/academicCalendar.html>

Example:

**WITHDRAWAL			** Note: The Withdrawal Fee is \$10 per class						
DEPT	Class Number	Class Section	Title	Class Units	Year	Term	Last Date Attended Class		
PHILA	156	1	Ethics at Work	3	Fall 2016	1	Enter the date you last attended class		