

Ohio Wesleyan University Change-of-Schedule Form



This form will not be processed unless all required signatures have been obtained.
Return the completed form to the Registrar's Office which is located in University Hall 007.

Last Name: _____ First: _____ M.I.: _____ OWU ID # _____

Semester for which change is requested: FALL SPRING SUMMER / Year: 20____

Your Current Class Standing: SR JR SO FR

ADDING COURSES:

1st module courses are coded A-D and start the first day of classes. 2nd module courses are coded M-P and start mid-semester.

Course Code (Sample - ACCT 217/Class/1)	Course Title	Schedule Day(s) / Time	Instructor's Signature	Date
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DROPPING/WITHDRAWING FROM COURSES:

Course Code (Sample - ACCT 217/Class/1)	Course Title	Schedule Day(s) / Time	Instructor's Signature	Date
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CHANGE-OF-SCHEDULE: PROCEDURES AND DEADLINES

- Classes may be added or dropped, and credit/no entry may be selected, through the Tuesday of the second week of classes of any semester or half-semester module.
- Use this form to make schedule changes on the last two days of the add-drop period, Monday and Tuesday of the second week of classes. Prior to this, please make all schedule changes online with the exception of Independent Studies, Directed Readings and Apprenticeships. Use this form to add courses of this kind.
- After the drop deadline, students may withdraw from full-unit courses through the Tuesday of the 10th week of the semester. Students may withdraw from modular courses through Tuesday of the fifth week of the appropriate module.
- Please check your schedule on your OWU Self-Service account to ensure that your schedule is correct. Remember that to be a full-time student you must be enrolled in at least 3.25 units. To graduate in four years you must average 4.25 units per semester.

Student Signature: _____

Advisor Signature: _____

Date: _____

Date: _____