



## Request to Change Course Sections After Add/Drop

The deadline to submit this form for each part of term (full and 8-week sessions) is the Reinstatement Deadline found on the Academic Calendar. Students will be notified at their GHC email address if the form was approved or denied once all required offices review.

Term: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

GHC ID#: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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**COURSES TO CHANGE:** Course previously attending to be swapped with another section of same course.

	CRN#	Course Code	Instructor Signature & Date	Academic Dean Signature & Date
ADD 1				
DROP 1			Not required	Not required
ADD 2				
DROP 2			Not required	Not required
ADD 3				
DROP 3			Not required	Not required

### To complete digital form:

1. Student opens the file in Adobe and completes top section and CRN and Course Code portions for each course to be dropped and its corresponding course to be added.
2. Student saves form and emails to instructor of class to be added for approval.
3. Instructor responds to student via email with approval or signs in Adobe, saves, and sends back to student.
4. Student completes step 2 for the Dean of the course and Dean completes step 3.
5. Once all approvals are gathered, student attaches the completed form and all approvals into ONE email and sends to [registrar@highlands.edu](mailto:registrar@highlands.edu)

### To complete paper form:

1. Student prints this form and completes top section, and CRN and Course Code portions for each course to be dropped and its corresponding course to be added.
2. Student takes form to instructor of course to be added and Dean of the course for signatures.
3. Student returns completed form to Registrar's Office in person or scans and emails to [registrar@highlands.edu](mailto:registrar@highlands.edu)

\*\*\*\*\*REGISTRAR OFFICE USE ONLY\*\*\*\*\*

REGISTRAR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_