



SCHOOL of ENGINEERING
& APPLIED SCIENCE

Name (last, first)	
SIS ID#	
UVa ID#	
Computer ID	
Phone (local)	

UNDERGRADUATE PROGRAMS

COURSE ACTION FORM

Instructions. Use this form to make changes in your schedule that you cannot make using the Student Center in the SIS.

1. Use a separate form for each request.
2. Complete the form, except for the instructor signature at the bottom.
3. Send this form (preferably by email) to the instructor for their approval.
4. Instructor: please submit the form to the staff in A-122 Thornton Hall, or preferably by email to engineering-undgrad@virginia.edu. Please include the student on this correspondence.

Late requests will not be granted; see the add/drop/withdrawal deadlines on the Registrar's website.
Please type or print legibly.

Your School: _____ (SEAS, CLAS, ARCH, etc.) Semester: _____

Action Requested: ___ Add ___ Drop

Reason for action:

- ___ The course is restricted.
- ___ The course requires permission of instructor.
- ___ I missed the enrollment deadline.
- ___ The course is full.
- ___ I need a waiver of the maximum/minimum credit hour restriction.
- ___ Other (please explain):

Class # (5 digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	Var. Credits	Grade Option cr/nc- audit- grade
						/ /
						/ /

For official use only

Signature indicates approval.

Course Instructor: _____ (printed name) _____ (signature) _____ (date)