

Schedule Change Cards

Many Theatre and Dance courses require instructor approval before you may register. This policy assures that our majors and minors get the first shot at registering for courses required for their degrees.

Schedule Change Cards are also used to allow students to add and drop courses. You can either print them from the campus web site or simply pick one up in the Department office.

Fill out all blanks (date, name, session, ISU ID, department, course number, index number, credit hours, and student signature). If you are unsure about what goes where, see the departmental main office. This information is generally available on either the online or printed version of the class schedule for the appropriate semester.

If you are dropping a course simply take your card to the registrar's office and you are finished.

Schedule Change Cards (Continued)

If you are adding a course please follow the instructions below

- 1. You must get the signature of the instructor.**
- 2. After your card is signed have it stamped in the Department office.**
- 3. The last step is to take your card to the registrar's office and they will process it.**

If you are at your credit load and want to add another class you must see your major advisor to approve a credit override.

Also be sure you know the add/drop dates. See the online academic calendar for all dates.