

**Southern West Virginia Community and Technical College**

OFFICE OF STUDENT RECORDS

**CHANGE OF SCHEDULE FORM**

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTIONS**

1. SECURE ADVISOR'S SIGNATURE.
2. SECURE INSTRUCTOR(S) SIGNATURE(S).
3. PRESENT THE COMPLETED FORM TO RECORDS.

NAME \_\_\_\_\_  
LAST FIRST MIDDLE (MAIDEN)

SOCIAL SECURITY NUMBER \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

ADVISOR'S SIGNATURE \_\_\_\_\_

RECORDS SIGNATURE \_\_\_\_\_

ORIGINAL HOURS REGISTERED FOR

NUMBER OF HOURS (ADDING/DROPPING)/WITHDRAWING

NEW TOTAL HOURS

**INSTRUCTOR:** ENTER STUDENTS NAME ON ROLL SHEET. "INDEX", "COURSE NO." AND "SEC." ON THIS PERMIT MUST AGREE WITH CLASS ROLL.


INDEX NO.	DEPT.	COURSE NO.	SEC. NO.	HRS.	TITLE	ADD	DROP	W/D	INSTRUCTOR'S SIGNATURE	LAST DATE ATTENDED*

(CHECK YOUR NUMBERS FOR ACCURACY)

\*NOT REQUIRED FOR ADD/DROP