



University Student Records Office  
**Change of Schedule**

**Student Information**

Aggie ID Number:	Last Name, First Name, Middle Initial:	
Semester/ Year	<input type="checkbox"/> Fall 20_____ <input type="checkbox"/> Spring 20_____ <input type="checkbox"/> Summer 20_____	
Current Street Address:	City, State, Zip Code	
Telephone Number:	NMSU Email Address:	College/Major:

**Course Add, Drop, Withdrawal Information**

Add/Drop/Withdrawal	CRN	Subject	Course Number	Section	Credit Hours	S/U	Audit	Instructor's Signature (Only when required by policy)

X

Academic Advisors Signature (Only when required by policy)

Date

**Max Credit Hour Overload Approval**

\*Please indicate exactly how many credit hours over the maximum allowed per semester, as indicated in Catalog, you are approving the student to register for.

The student has permission to take  credit hour(s) over the maximum hours allowed in a semester.

\*Only required for class overload override\*

X

Assoc. Academic Dean Signature/VPAA Signature

Date

Financial information concerning drops and withdrawals can be found at <http://uar.nmsu.edu/withdrawals/>. Financial Aid/Scholarship Recipients are encouraged to contact [University Financial Aid and Scholarship Services](#) before withdrawing. Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds. (Form not to be used to withdrawal from the university.)

Student signature

Date

**Official Use Only**

Processed By:	Date:	Comments:
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