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

UNIVERSITY *of* VIRGINIA

ENGINEERING

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. Use a separate form for each request. Once you have secured all relevant signatures, submit the form to the staff in A-122 Thornton Hall. 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)