



# DONNELLY COLLEGE

## Student Schedule Change

Student \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_ Term \_\_\_\_\_

### Add


Course Code	Section	Instructor	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Drop

Course Code	Section	Instructor	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Withdraw

Course Code	Section	Instructor	Credit Hours	Last Date Attended
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



check out  
myDonnelly for  
information on  
billing, financial  
aid, schedules,  
addresses  
changes, and  
more

Total semester credits after change:  \*Withdrawals do not change semester credit hours

Requestor:  Student  Instructor \_\_\_\_\_  
Requestor Signature

\*Faculty requests must be signed by the VP of Academic Affairs  
\_\_\_\_\_  
VP of Academic Affairs Signature

**Office Use Only** (initial/date):

Advisor \_\_\_\_\_

Financial Aid \_\_\_\_\_

Business Office \_\_\_\_\_

- Add/Drops must be turned into Advising
- Withdrawals must be turned into the Registrar's Office

Registrar initial/date \_\_\_\_\_