

Schedule Change Authorization

This form **MUST** be emailed to regoffice@wartburg.edu by the appropriate deadline as stated in the Wartburg website academic link or the Registrar's web page.

Always review your schedule on My Wartburg to be sure it is correct.

Student Name _____ ID Number _____
 Email Address _____ Date _____

Step 1: Students initiate the form and email the completed request to their academic advisor for review and signature. In the email, include a rationale for the schedule change. If you are adding a course to a term after the third day of term, you need the instructor's signature for permission. Therefore, include the names of the instructors in the email to your advisor. If you have email confirmation from the instructor, attach it to the email. Incomplete forms will delay processing. Be sure that the information is complete and correct, especially for the courses listed.

Step 2: Advisor reviews and emails the signed request to the instructor(s) if necessary after third day of the term.

Step 3: Advisor emails the signed form to regoffice@wartburg.edu. Incomplete forms will delay processing.

Step 4: Registrar's Office will process. Since the RO typically receives 1500 schedule changes at the start of a term, be aware that processing of emailed schedule changes is not as timely as submitting schedule changes directly in the office. Always review your schedule on My Wartburg to be sure that your schedule is correct.

Fall Term 2021

Drop	Department/Course Number/Title	Add	Department/Course Number/Title	Office Only

Winter Term 2022

Drop	Department/Course Number/Title	Add	Department/Course Number/Title	Office Only

May Term 2022

Drop	Department/Course Number/Title	Add	Department/Course Number/Title	Office Only

Advisor Signature _____ Date _____

Beginning on the fourth day of the term, the instructor(s) signature is required to drop or add a course.

Instructor(s)
 Signature _____ Date _____
 _____ Date _____

To request to audit a course, send an email to the Registrar at sheree.covert@wartburg.edu. Identify the term (Fall, Winter, or May) and Department/Course Number/Course Title.

