### Change of Schedule Form

INSTRUCTIONS: Complete Section A. and other sections as applicable. Submit completed form to Law Registrar’s office staff to transact a change of schedule. Transaction is not complete until staff member signs form.

**Date:** ________________

**Legal Name:**

**Student I.D. #:**

I certify that I am responsible for any changes to my schedule and that I will verify said course & tuition changes on myUSF.

**Student Signature** ________________ **Date:** ________________

<table>
<thead>
<tr>
<th>CRN # (e.g. 42275)</th>
<th>Course Title</th>
<th>Units</th>
<th>Add</th>
<th>Drop</th>
<th>*CR/NC Opt.</th>
<th>Add to Waitlist</th>
<th>Accept from Waitlist</th>
<th>**Withdraw</th>
<th>Reg. Staff Int./Date</th>
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*N.B. CR/NC Option:*

- Course must be coded “Opt” in the grading column of the course schedule. Once option is selected, it is **irrevocable** — unless final grade results in No Credit. Student may then opt to receive the final letter grade instead of No Credit.
- Student may elect CR/NC option in only one course per semester.
- If applying for a Law Certificate, all course work for the certificate must be taken for a letter grade except for any approved elective course in which credit/no credit or pass/fail grading is mandatory.

**For Withdrawals Only:** students must obtain instructor’s permission to withdraw from individual courses. “W” grade will be issued for any course dropped after published deadline.

**Professor’s Signature:** ___________________________ **Date:** ________________

**Registrar Staff Only:**

Units after this change: ________________

- JD students: 1 2 3 or 4 / FT or PT (PLEASE CHECK APPLICABLE SEMESTER)
- LLM students:
  - LLM Program Director must sign: ___________________________
- MLST students:
  - MLST Program Director must sign: __________________________

Staff Signature: ___________________________ **Date:** ________________

(registrar staff only)