



CHANGE OF ENROLLMENT FORM

Student Name: _____

Student Legal Name (if different):

Student Populi Barcode ID #: _____

Course Term: _____ Year: _____

Advisor: _____

Check **one** of the following three options and fill out complete information for the corresponding

ADD COURSE:

Course# _____

Units:

Name of Course _____

Grade Option: Pass/Fail Letter Grade

Faculty's Signature: _____ Date: _____

DROP COURSE:

Course# _____

Name of Course _____

Units:

Faculty's Signature: _____ Date: _____

OPTION CHANGE:

Course# _____

Name of Course _____

Units:

Grade Option: Pass/Fail Letter Grade

Faculty's Signature: _____ Date: _____

SIGNATURES AND DATES

1. Advisor: _____ Date: _____
2. Dean of Faculty: _____ Date: _____
3. Student Accts Mgr: _____ Date: _____
4. Registrar: _____ Date: _____

Students: Please complete the form (except for signatures), save as a PDF (with free Adobe software as described on the Student Forms page of the website and the Student Handbook) with the file name:

[Term].[ChangeofEnrollment].[Course Code].[Your first and last name].

(ex: 2021SP.Change of Enrollment.IDS-1400.Morgan Learner)

Email the completed form to Registrar@sksm.edu, and copy the faculty member(s) in the email. The Office of the Registrar will obtain the electronic signatures and make the appropriate changes.