**STUDENT INFORMATION**  **Please Print Clearly in INK**

<table>
<thead>
<tr>
<th>last name</th>
<th>first</th>
<th>middle</th>
<th>Otis ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>major</td>
<td></td>
<td></td>
<td>email address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>student signature</td>
<td>date</td>
<td>cell</td>
<td>home phone</td>
</tr>
</tbody>
</table>

**date submitted  _____________  time  _____________**

---

**ENROLLING FOR MORE THE 18 CREDITS WILL INCUR ADDITIONAL PER CREDIT CHARGES**

**PLEASE ENTER THE OVERRIDE CODE/S IN THE BOXES BELOW**


**COURSES TO BE ADDED**

<table>
<thead>
<tr>
<th>Override Codes</th>
<th>CRN No.</th>
<th>Subj/Crse</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT APPROVAL**

signature  _____________  date  Initial in box if submitted by Department on students' behalf

signature  _____________  date

---

**COURSES TO BE DROPPED**

**GOOD FOR DATE OF SIGNATURE ONLY**

<table>
<thead>
<tr>
<th>Override Codes</th>
<th>CRN No.</th>
<th>Subj/Crse</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT APPROVAL**

approved by  _____________  date  Initial in box if submitted by Department on students' behalf

---

**REGISTRATION OFFICE**

- □ No $ Change
- credits  _____________  _____________  before  after
- old cost  _____________  new cost  _____________
- initials  _____________  date  refund $  _____________  charge $  _____________

- □ same

---

**STUDENT ACCOUNTS OFFICE**

initials:  _____________  date:  _____________