

This form is to make changes to a  
STUDENT SCHEDULE **BEFORE** THE PUBLISHED DEADLINES.

OFFICE OF THE REGISTRAR  
RECORDS AND REGISTRATION



DEPARTMENTAL  
ENROLLMENT AUTHORIZATION FORM  
**BEFORE DEADLINES**

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CRN

DEPT.

COURSE #

SECTION #

TERM

**STUDENT INFORMATION**

Student Name \_\_\_\_\_

UNM ID. Number \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.

Allow Audit

**Permission To Override**

Closed Class

Prerequisite

Co-requisite

Time Conflict

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

CR/NC

Letter Grade

Credit Hr. Change to: \_\_\_\_\_

Section Change \_\_\_\_\_  
from: \_\_\_\_\_ (CRN)

Allow Duplicate Course

Department Chair Signature \_\_\_\_\_

Date \_\_\_\_\_

Above must be completed with ALL required Signatures.

Use this form before deadlines to:

- 1) Add a Class to a Student Schedule.
- 2) Override a Closed, or other listed error, to add a Class to a Student Schedule. (with instructor approval)
- 3) Change the Grading Option of a class to Audit. (with instructor approval)
- 4) Change Grading Option to CR/NC or Letter Grade.
- 5) Change the Variable number of Credit Hours.
- 6) Change Class Sections.
- 7) Withdraw from a class with Dean's approval (after the 12th week)

**Permission to  
WITHDRAW**

**with Dean's Permission**

\_\_\_\_\_  
Student's College Dean's Signature

\_\_\_\_\_  
Date