



Office of the Registrar | Cook Administration 128 | Phone: 773.995.2517 | Fax 773.995.3618 | Email: [csu-registrar@csu.edu](mailto:csu-registrar@csu.edu)

## CHANGE OF SCHEDULE – REGISTRATION REQUEST FORM

This form is to be used by a student requesting registration reinstatement of class (es) after withdrawal for non-attendance or other administrative withdrawals.

This form must be completed and signed by the student, each course instructor and/or department chairperson prior to reinstatement of withdrawn course(s).

University ID Number \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

TERM (circle one): FALL SPRING SUMMER YEAR 20\_\_\_\_ Credit Hours Before Change:\_\_\_\_; After Change\_\_\_\_

Registration is not complete until payment arrangements are made and validated by the cashier. See Academic Calendar / General Information document for details and deadlines.

Return completed form to the Office of the Registrar – Cook Administration Building, Room 128.

### CHANGE OF SCHEDULE (REINSTATEMENT) WORKSHEET – Check for closed courses before entering registration information.

Course Reference Number (CRN)	DISCIPLINE/ SUBJECT	COURSE NUMBER	SECTION NUMBER	CREDIT HOUR	INSTRUCTOR NAME (PRINT)	INSTRUCTOR SIGNATURE	CHAIRPERSON NAME (PRINT)	CHAIRPERSON <sup>1</sup> SIGNATURE

<sup>1</sup>A student will not be reinstated into a closed (full) course without the approval of the course department chairperson. Substitutions will not be permitted after classes have begun for the semester.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY	DATE RECEIVED: _____	TOTAL HRS ENROLLED _____	DATE ENTERED: _____	BY _____
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