

Schedule Change

This form **MUST** be emailed to regoffice@wartburg.edu by the appropriate deadline as stated in the Wartburg website academic link or the Registrar's web page.

Always review your schedule on My.Wartburg to be sure it is correct.

Student Name _____ ID Number _____

Email Address _____ 1Y - 2Y - 3Y - 4Y Date _____

Step 1: Complete the Schedule Change form and submit it to the Registrar's Office for processing.
regoffice@wartburg.edu or hand deliver to LH 216. Incomplete forms will not be processed.

Step 2: Advisor & Instructor signatures are required for ALL students adding or dropping a course to a term after the third day of term.

Step 3: Registrar's Office will process the Schedule Change form. Delays may occur during the first few days of a term.
• Review your schedule on My.Wartburg > Academics Tab > Student Schedule (choose term) to ensure your schedule is correct.

Fall Term (year) _____

Drop	Department / Course # & Section / Title	Add	Department / Course # & Section / Title

Winter Term (year) _____

Drop	Department / Course # & Section / Title	Add	Department / Course # & Section / Title

May Term / Summer Term (year) _____

choose one

Drop	Department / Course # & Section / Title	Add	Department / Course # & Section / Title

Beginning on the fourth day of the term, advisor and instructor(s) signatures are required to drop or add a course.

Advisor Signature _____

Date _____

Instructor(s) Signature _____

Date _____

Date _____

To request to audit a course, send an email to the Registrar's Office at Regoffice@wartburg.edu
Identify the term (Fall, Winter, or May) and Department / Course # / Course Title.

OFFICE USE