

Please return form to the Office of the Registrar at [Registrars@ben.edu](mailto:Registrars@ben.edu) from your BenU email.

**PART I COURSE CHANGES**

*To be completed by the student*

Term 20 \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
 (Print) Last First MI

Check here if you are a Student Athlete ☐

Number of credit hours currently enrolled in: \_\_\_\_\_

**COURSES ADDED**

CLASS #	SUBJECT	CATALOG # & SECTION	HRS.	COURSE TITLE
<i>i.e. 1249</i>	<i>LITR</i>	<i>150/A</i>	<i>3</i>	<i>Themes in Literature</i>

**PART II Approvals/Signatures**

Instructor's signature/Date	
Academic Advisor signature/Date	
Department Chair signature/Date	
Athletic Advisor (Athletes only) Signature/Date	
Dean (for after add/drop with form deadline) Signature/Date	

*Students are responsible for obtaining all signatures prior to returning to [Registrars@ben.edu](mailto:Registrars@ben.edu) for processing.*

**I ACKNOWLEDGE THAT THERE WILL BE A POTENTIAL INCREASE TO THE TOTAL AMOUNT OWED FOR THIS CHANGE IN MY TOTAL TUTION OWED FOR THIS SEMESTER.**

\_\_\_\_\_  
 Student's Signature Date Total Hours after Change

**PART III Processing**

*To be completed by the Office of the Registrar*

\_\_\_\_\_  
 Date Processed Processor's Signature