



Office of the Registrar
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Schedule Change Request Form

Instructions: This form is to request a schedule change during the Student Registration period as defined by EVMS. Students may register or unregister from a course at any time during a student registration period. There is no tuition or academic penalty if a course is unregistered during the student registration period. After the student registration period has closed, if a student decides to change their schedule, the Add/Drop Course Form (FORM RO-101) must be used during the Add/Drop Period or the Course Withdraw Form (FORM RO-102) after the add/drop period has ended.

Name: _____ Student ID: _____
Last First Middle/Maiden

Program: _____ Class/Year: _____

Veteran Student: Veteran Benefit: _____ Semester: _____ Semester Year: _____

Courses to REGISTER

Course Number	Course Title	Credit Hours	Start Date - End Date (MM/DD/YYYY - MM/DD/YYYY)	Register Date

Courses to UNREGISTER

Course Number	Course Title	Credit Hours	Start Date - End Date (MM/DD/YYYY - MM/DD/YYYY)	Unregister Date

Reason for unregistering from a course(s): _____

Student Signature: _____

Date: _____

Course or Program Director Signature: _____

Date: _____

Registrar's Signature: _____

Date: _____