# *Change of Course Form*

### *for Mass Academy Seniors at WPI*
*revision 2015.08.17*

- You need to use this form for all senior course changes even if you received prior approval
- You need to use this form for any course overload
- You do not need this form if you are staying in the same course and only changing sections
- Course changes can be made online until 4 pm on the fifth day of classes for each term

Name (Last, First): _____     Date: _____     Sr. Advisor _____

WPI email: _____     WPI student ID: _____

Step 1: Talk with your Senior Advisor and discuss your intended new sequence of courses.

Step 2: Use the tables below to list the courses you intend to drop and add. Follow the example provided.

| | DROP COURSES | | ADD COURSES | | | |
|---|---|---|---|---|---|---|
| | Term | Course ID | Term | Course ID - Sect | 5-Digit CRN | Academy Init. |
| EX: | B | PH 1120 | B | ES 1310 - B02 | 10070 | *WFE* |
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Step 3: Get a signature from your Senior Advisor

   Senior Advisor: Signature _____     Date _____

Step 4: Get the Academy Initials of approval (in the table above) from the appropriate faculty based on the subject of the course for each course that you want to add. You must get this approval even if you were approved for the course last spring as factors may have changed. Go back to Step 3 if courses were not approved.

Step 5: Get a signature of from the Academy Director

   Academy Director: Signature _____     Date _____

Step 6: Register using BannerWeb or Registrar. Note: Try to add the new courses before dropping old courses. Sometimes students will drop a course, not get into the new course, and cannot get back into the original course.

Step 7: Return this form to the Academy Operations Manager so it can be placed in your records folder. You may not receive credit for any unapproved courses.