

COURSE SECTION CHANGE FORM

Please use this form to notify the Office of the Registrar of any student(s) who need to be moved from one course section to another.

(Note: Music Department may use this form to make Ensemble course changes – MUS 020 through 026)

To add new sections of a course, a Request for Change of Class Schedule workflow must be submitted in BANNER.

For processing, please email form to Registrar@hofstra.edu or fax it to 516-463-6421.

Student's Name	Student's ID#		Drop Information				Add Information			
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Department Chairperson's Name (Print)			Chairperson's Signature				 Date			
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Posted to the System	Posted to the System by (Print)		Processor's Signature					Date		