



**STUDENT IS RESPONSIBLE FOR OBTAINING ALL APPROVALS AND PRESENTING COMPLETED FORM TO THE OFFICE OF THE REGISTRAR.**

This form should be used to switch to a different section of the same course, a different level of the same prefix, cross-listed section for the current term, or to adjust the registered hours of variable hour courses. If this change results in additional tuition or fees, payment is due within three business days. Completed forms can be sent from a **UGA email address to [reghelp@uga.edu](mailto:reghelp@uga.edu) (for students) or [regsupp@uga.edu](mailto:regsupp@uga.edu) (for faculty and staff).**

**STUDENT INFORMATION**

Last Name *	First Name *	Middle Name
UGA ID (81X) Number *	Contact Email Address *	

**FROM SECTION**

CRN *	Course Prefix *	Course Number *	Credit Hours *	Academic Term *
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Instructor's Signature \*

**TO SECTION**

CRN *	Course Prefix *	Course Number *	Credit Hours *	Academic Term *
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Instructor's Signature \*

Department Head's Signature \*

<b>OFFICE USE ONLY</b>	
System Updated By:	Date: