

Course Change eForm

The Course Change electronic form (eForm) allows you to request:

- **Course Exchange:** Switching out one registered course for another
- **Add:** To be added to a course that hasn't started yet.
- **Late Add:** To be added to a course that's already started.
- **Drop:** To be removed from a course. The course will no longer appear on your transcript.
- **Withdraw:** To be removed from a course. Transcript will show a "W" grade for the course.

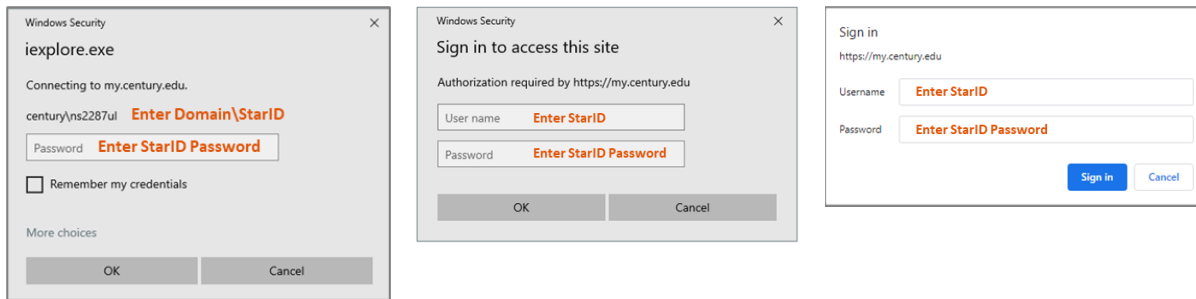
When to Submit eForm

The Course Change eForm can be submitted throughout the semester see [Adding, Dropping, and Withdrawing](#) for deadlines.

Submit an eForm for each course change request.

How to Access eForm

Go to [Records/Registration Office page](#) and select Course Change eForm under the Find a Form section. If prompted, sign in with your StarID and StarID password. Depending on the web browser you're using, the log in window may look different (see examples below).



Need login help?

Contact the Student Help Center during [business hours](#):

- In-person: Computer Center E1710
- Phone: (651) 779-3295
- Email: studenthelp@century.edu
- Online: [Contact Student Help](#)

Need help filling out the form?

Contact the Records Office during [business hours](#):

- In-person: Room 2220, West Campus
- Phone: (651) 779-3299
- Email: Records@century.edu

eForm Instructions

It's recommended that you have course information on hand before you begin completing the form.

- For course information, visit [Course Search in eServices](#).
- To view your course schedule, go to [View/Modify Schedule in eServices](#).

1. Course Change Information section:

a. Select the academic year and term you want to make changes to.

Select Academic Year*

Please Select ▼

Select Semester Term*

Please Select ▼

b. Answer the initial and follow-up questions to determine your course change type.

Exchange

Do you want to exchange a course for another one?*

Yes No

Course Exchange: As of today, has the course started yet?*

Yes No

Course Change Type*

Exchange ▼

Add

Do you want to exchange a course for another one?*

Yes No

Do you want to add a course?*

Yes No

Course Add: As of today, has the course started yet?*

Yes No

Course Change Type*

Add ▼

Late Add

Do you want to exchange a course for another one?*

Yes No

Do you want to add a course?*

Yes No

Course Add: As of today, has the course started yet?*

Yes No

Course Change Type*

Late Add ▼

Drop

Do you want to exchange a course for another one?*

Yes No

Do you want to add a course?*

Yes No

Do you want to drop or withdraw from a course?*

Yes No

Which do you want to do?*

Drop a course Withdraw from a course

Course Change Type*

Drop ▼

Withdraw

Do you want to exchange a course for another one?*

Yes No

Do you want to add a course?*

Yes No

Do you want to drop or withdraw from a course?*

Yes No

Which do you want to do?*

Drop a course Withdraw from a course

Course Change Type*

Withdraw ▼

2. **Student Information section**—Your student information should auto-populate from your student records. If your information doesn't auto-populate, complete the required fields.

3. **Add a Course and/or Drop a Course sections:** Based on the "Course Change Type" answer, complete the Add a Course and/or Drop a Course section(s).

Sections with red asterisks (*) are mandatory fields and must be completed to submit the form.

You will need the subject and course ID to complete this section. See chart for reference.

Add Equivalent Waiver	ID #	Subj #	Sec Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc	
<input checked="" type="checkbox"/>	000003	BIOL	2032 70	Human Anatomy and Physiology II (Online)	01/11 - 05/13	n/a	n/a	4.0	Full	Kane, Rahul	Completely Online-Asynchronous	

B A C D

Subject* **A** Course ID* **B** Course #* **C** Section #* **D**

These four course fields drop-down fields will auto-populate the rest of the course information below.



Subject BIOL	Course ID 000003	Course # 2032	Section # 70	Enrolled 40	Max. Enroll 40
Course Name Human Anatomy and Physiology II (Online)		Instructor Rahul Kane		Start Date (YYYYMMDD)* 20210111	Credits 4.00

4. Electronic Signature: To sign the form electronically complete the following fields:

I elect to:*

- Sign this form electronically
- Opt-out of electronic signature

Sign your legal name below:*



By checking this box:*

- I agree to, and understand, all electronic signature terms and conditions.

If you don't want to submit the form electronically, you can print the form by selecting:

I elect to:*

- Sign this form electronically
- Opt-out of electronic signature

! Important: You have elected to opt-out of the electronic signature option. Upon submission, you will receive a PDF copy of this form for you to print out and submit in-person to the Records Office.

What happens next?

- Upon submission, you will receive an automated confirmation email.
- If this submission is for a **late add** request, the faculty displayed in the Add Course section will need to approve this request before the course can be added by the Records Office to your semester schedule.
- If this submission is for a **course exchange, add, drop, or withdraw**, the Records Office will process your request within the next 3 business days.
- If you have **not** met the course prerequisites, the Records Office will forward the request to the faculty displayed in the Add Course section.
- You will receive an email from the Records Office once your form has been processed.