

## Scheduling Form

For important dates and information regarding scheduling and class load policies please refer to the Office of the Registrar website at: <https://catalog.indstate.edu/> Please note that instead of utilizing this form, scheduling for classes may also be completed online through your MyISU portal under the Student Tab. A separate Scheduling Form must be submitted for each term in which the student wishes to register. Submit completed forms to the Office of the Registrar, Parsons Hall 009, or fax to (812) 237-8039. For assistance please call (812) 237-2020.

**CAPACITY & TIME CONFLICT overrides require the INSTRUCTOR'S SIGNATURE. PRE- & COREQUISITE overrides require the DEPARTMENT CHAIR'S SIGNATURE.**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ University ID # (XXX-XXX-XXX) \_\_\_\_\_ Registration Term (i.e. Fall 20XX) \_\_\_\_\_

COURSES TO BE ADDED							
CRN	SUBJECT	COURSE #	SECTION	CREDITS	OVERRIDES - APPROPRIATE SIGNATURE REQUIRED		DATE
					<input type="checkbox"/> CAPACITY	INSTRUCTOR SIGNATURE	
					<input type="checkbox"/> TIME CONFLICT		
					<input type="checkbox"/> PREREQUISITE	DEPARTMENT CHAIR SIGNATURE	
					<input type="checkbox"/> COREQUISITE		
					<input type="checkbox"/> CAPACITY	INSTRUCTOR SIGNATURE	
					<input type="checkbox"/> TIME CONFLICT		
					<input type="checkbox"/> PREREQUISITE	DEPARTMENT CHAIR SIGNATURE	
					<input type="checkbox"/> COREQUISITE		
					<input type="checkbox"/> CAPACITY	INSTRUCTOR SIGNATURE	
					<input type="checkbox"/> TIME CONFLICT		
					<input type="checkbox"/> PREREQUISITE	DEPARTMENT CHAIR SIGNATURE	
					<input type="checkbox"/> COREQUISITE		
					<input type="checkbox"/> CAPACITY	INSTRUCTOR SIGNATURE	
					<input type="checkbox"/> TIME CONFLICT		
					<input type="checkbox"/> PREREQUISITE	DEPARTMENT CHAIR SIGNATURE	
					<input type="checkbox"/> COREQUISITE		
					<input type="checkbox"/> CAPACITY	INSTRUCTOR SIGNATURE	
					<input type="checkbox"/> TIME CONFLICT		
					<input type="checkbox"/> PREREQUISITE	DEPARTMENT CHAIR SIGNATURE	
					<input type="checkbox"/> COREQUISITE		

COURSES TO BE DROPPED				
CRN	SUBJECT	COURSE #	SECTION	CREDITS

**Credits Requested** \_\_\_\_\_ **Advisement PIN (if needed)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### COURSE TO BE CHANGED TO PASS/FAIL

Undergraduate students pursuing their first baccalaureate degree may elect any eligible standard A-F grade mode to be converted to a "Student Selected Pass/Fail" grade option. A maximum of 7 credits will be allowed per semester/term, allowing for a 16-credit total. Log into to Schedule Builder, Current Schedule, Select\*Student Selected Pass/Fail for eligible course.

Students have until the last day of the part of term to drop/withdraw from classes to decide this option. Reference the academic calendar for [deadlines](#).

For questions regarding the impact of making course choices, contact your academic advisor. For assistance managing the system to make selections in your portal, contact the Office of the Registrar at [registrar@indstate.edu](mailto:registrar@indstate.edu) or (812) 237-2020

### OFFICE USE ONLY

COURSES UNABLE TO BE PROCESSED			
CRN	REASON	CRN	REASON

Courses Added \_\_\_\_\_ Courses Dropped \_\_\_\_\_ Total Credits for Term \_\_\_\_\_

Processed By \_\_\_\_\_

Date \_\_\_\_\_