- When you log in to eForms, your student information should populate the first part of the form. **You are required to answer the questions regarding Financial Aid, Veteran's Benefits, Sandhills Promise and High School** (SandHoke or Career and College Promise).

Sandhills
COMMUNITY COLLEGE

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Course Change

This form should only be used if you are unable to change your registration in Self Service.

If you are receiving financial aid or veteran's benefits, please consult with a Financial Aid or Veteran's Center representative prior to submitting this form to determine the impact of adding or dropping courses during the semester.

If dropping and adding during the refund period please include all changes on one form to avoid a 25% refund charge

Student Information

Full Name   **Student ID #**

Advisor Name

Semester	Current Hours	New Hours		
		0	Are you receiving Financial Aid?	˅
			Do you receive Veteran Benefits?	˅
			Are you a Sandhills Promise student?	˅
			Are you a High School student?	˅
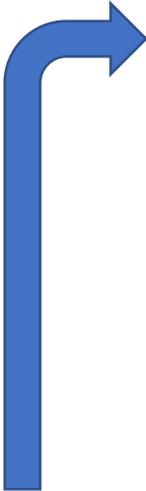
Verify that your information and the semester are correct.
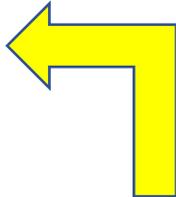
You must answer these four questions.

- The list of courses for the current semester will populate the "Courses to Add" section. You may use the pull-down menu or begin typing the three-letter course abbreviation. Your current list of courses should also populate the "Courses to Drop" section. If you are planning to switch one course for another, <u>be sure to add and drop the courses on the same form</u>. This is the only way to ensure you are not penalized the 25% tuition fee.

  The form will allow you to add multiple courses. Once you have selected your preferred course, click the "Add Course" button and another "Course box" will appear. Same for dropping – you can place more than one course on the form, just be sure to click the "Drop Course" button after making your selection so that an additional box will become available.

- Finally, be sure to click the Submit button once you have completed the form. The form will route to the applicable instructor(s) and each relevant department for review. If a request is not approved, you will receive an email notifying you of this. If approval is given at each step, your registration changes will be processed by the Registrar's Office and you will receive an email notification. Please keep in mind that if a course has already reached its maximum capacity, the instructor reserves the right to deny the request.
- After the form has been submitted, you can check where the form is in the routing process by clicking on the History button.