

# Using the Schedule Change Form in AccessPlus

Starting the second week of each semester, students will use the Schedule Change Form to request edits to their schedules. This document is a step-by-step walkthrough of this process from the student perspective. Always ask your academic advisor for guidance on schedule changes and how they affect your graduation timeline.

This form can be used for the following schedule change types:

[Add](#) | [Drop](#) | [Section Change](#) | [Credit Change \(Research/Ind. Study\)](#) | [Audit](#) | [Graded ↔ P/NP \(Skip Steps 1 & 7\)](#) | [Restriction Waiver](#)

**Step 1:** Before completing the Schedule Change Form, email your instructor to get permission for the schedule change. Instructor permission is needed for all forms except pass/not pass requests. Once you receive a response from the professor, save that email in a file format that can be uploaded later. Here is a sample email:

Professor \_\_\_\_\_,

My name is YOUR NAME, a student in your Math 101 section 10 course. Unfortunately, I will need to drop this course for the Spring 2021 semester. Can you please acknowledge my departure from your class by replying to this email?

Thank you,  
YOUR NAME

**Step 2:** Open the Schedule Change Form on AccessPlus. It is located under Student Tab → Registrar Forms → “Schedule Change Form” (See Image 1 below).

**Step 3:** A new window will open on your screen (See Image 2 below). Enter your full name, ISU email address, your academic advisor’s full name, and your academic advisor’s email address into the appropriate boxes.

- Your academic advisor can be found on the “Current Stdnt Info” section of AccessPlus.
- Click the “Begin Signing” button once all information is added.

Image 1

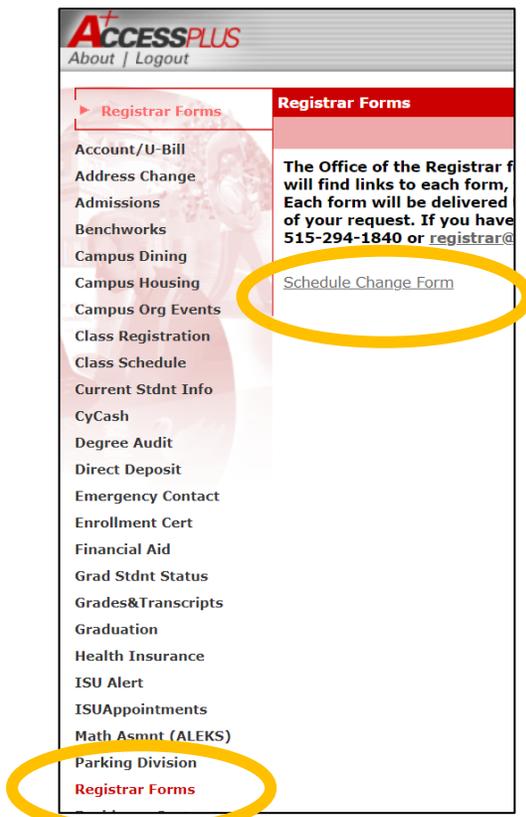


Image 2

A screenshot of the 'PowerForm Signer Information' page. It contains the following fields: 'Your Name: \*' with a 'Full Name' input field; 'Your Email: \*' with an 'Email Address' input field; 'Enter Adviser or Program Staff's Name and ISU Email' section with 'Name: \*' (Full Name) and 'Email: \*' (Email Address) input fields. A 'BEGIN SIGNING' button is located at the bottom right.

**Step 4:** The following webpage will open. Before you can continue, read the “Electronic Record and Signature Disclosure” form provided and click the box next to “I agree to use electronic records and signatures”.

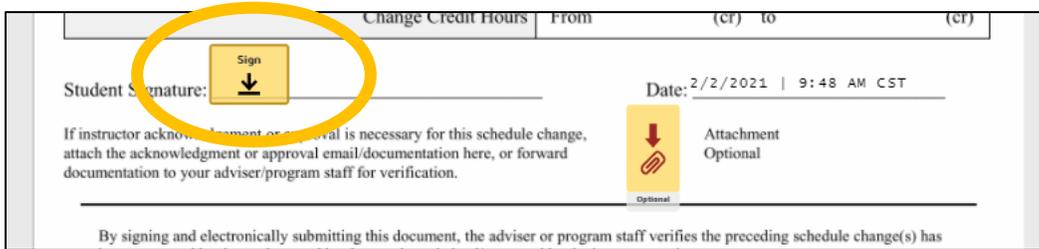
- If you have already read and agreed to this disclosure, it may not appear when you fill out the form in the future.

Once this is checked, click the “Continue” button.

**Step 5:** Complete the form by typing the correct information into each red box.

- You can complete up to 2 requests for each form. To add a second course, select “Yes” in the “Complete Another Schedule Change?” dropdown box.
- In the “Schedule Change Type” dropdown box, choose the type of request you want to make.
  - See schedule change type links on page 1 for more information about the different types of schedule changes.

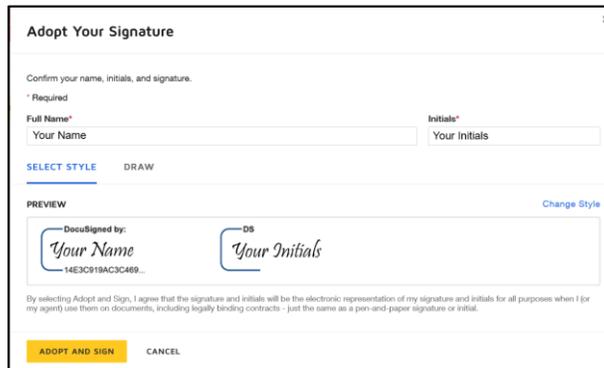
**Step 6:** Sign the form by clicking the gold “Sign” box.



The screenshot shows a form titled "Change Credit Hours" with fields for "From" and "to" (both labeled "(cr)"). Below this is a "Student Signature:" field with a gold "Sign" button containing a downward arrow icon, which is circled in yellow. To the right, the date is "2/2/2021 | 9:48 AM CST". Below the signature field, there is a gold paperclip icon with a downward arrow, labeled "Attachment Optional", also circled in yellow. Text below the signature field reads: "If instructor acknowledgement or approval is necessary for this schedule change, attach the acknowledgment or approval email/documentation here, or forward documentation to your adviser/program staff for verification." At the bottom, a line of text states: "By signing and electronically submitting this document, the adviser or program staff verifies the preceding schedule change(s) has".

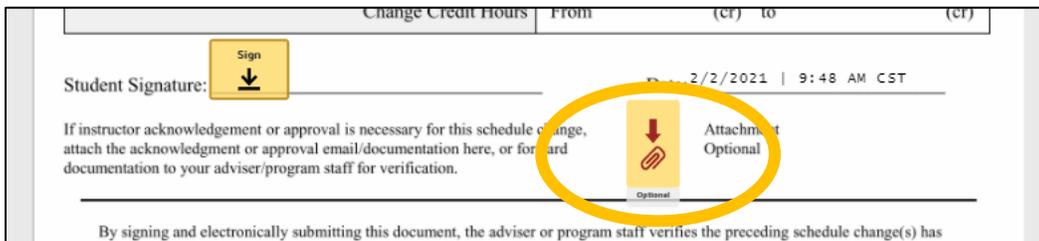
The box below will appear. Make sure your name and initials are correct in the required spots.

- You have the option to draw your own name if you wish, but this is not required.
- Click the “Adopt and Sign” button to sign the document.



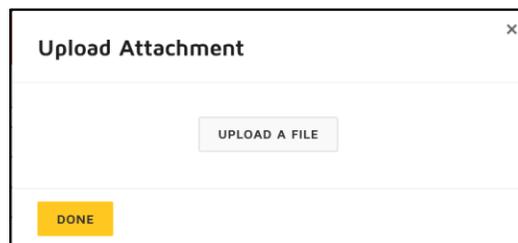
The "Adopt Your Signature" dialog box has a close button (X) in the top right. It contains the text "Confirm your name, initials, and signature." followed by a red asterisk and "Required". There are two input fields: "Full Name\*" with "Your Name" and "Initiate\*" with "Your Initials". Below these are "SELECT STYLE" and "DRAW" options. A "PREVIEW" section shows "DocuSigned by:" followed by "Your Name" and "Your Initials" in a stylized font, with a unique ID "14E3C919AC3C469...". A "Change Style" link is to the right. At the bottom, there is a gold "ADOPT AND SIGN" button and a "CANCEL" button. A disclaimer at the bottom reads: "By selecting Adopt and Sign, I agree that the signatures and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial."

**Step 7:** Upload the response email from your professor from step 1 by clicking the gold paperclip button. If you are only completing the form for a pass/not pass request, you may skip this step.



This screenshot is identical to the one in Step 6, but the gold paperclip icon with a downward arrow, labeled "Attachment Optional", is circled in yellow.

The following box will appear. Click “Upload a File” and find the saved email on your computer. If you have issues, please reach out to your academic advisor for additional ways to submit this documentation.



The "Upload Attachment" dialog box has a close button (X) in the top right. It features a central "UPLOAD A FILE" button and a gold "DONE" button at the bottom left.

**Step 8:** Once you have added all required information, signed the form, and uploaded your instructor’s email (if necessary), click the “Finish” button. This will send the form to your academic advisor for review.



A gold button with the word "FINISH" in black capital letters.

For additional information, please refer to the Office of the Registrar’s website:  
<https://www.registrar.iastate.edu/students/registration/add-drop--schedule-changes->