

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
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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

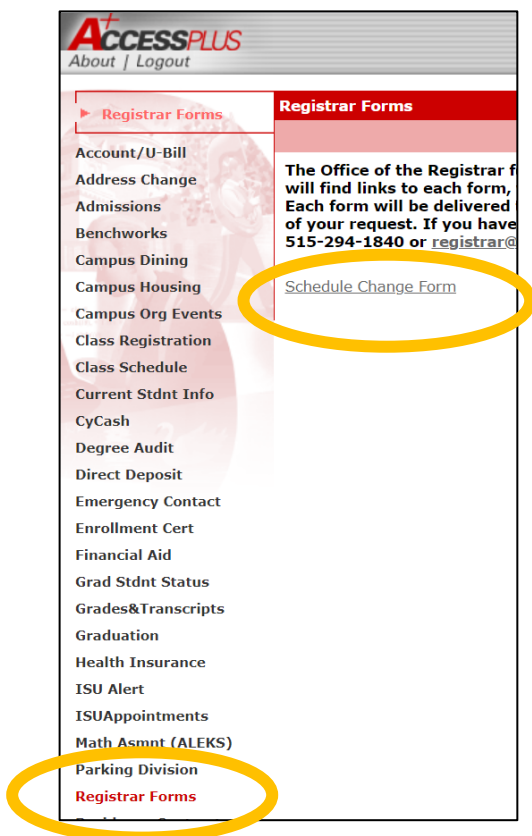


Image 2

A screenshot of the 'PowerForm Signer Information' form. It contains the following sections: 'Enter Student Name and ISU Email' with fields for 'Your Name' and 'Your Email'; 'Please provide information for any other signers needed for this document.'; and 'Enter Adviser or Program Staff's Name and ISU Email' with fields for 'Name' and 'Email'. A yellow 'BEGIN SIGNING' button is at the bottom.

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”.

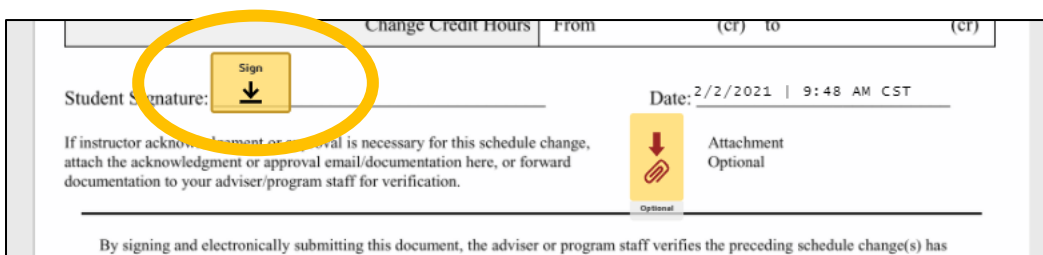
- If you have already read and agreed to this disclosure, it may not appear when you fill out the form in the future.

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

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

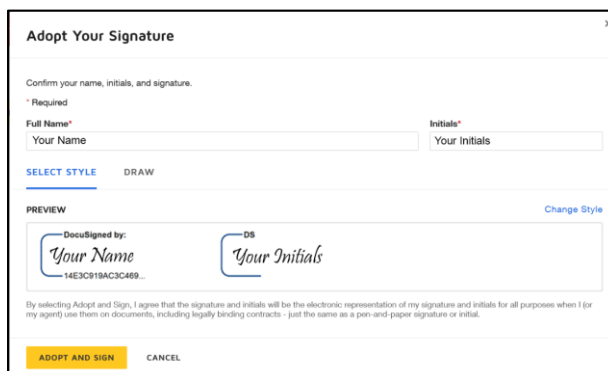
- You can complete up to 2 requests for each form. To add a second course, select “Yes” in the “Complete Another Schedule Change?” dropdown box.
- In the “Schedule Change Type” dropdown box, choose the type of request you want to make.
 - See schedule change type links on page 1 for more information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

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

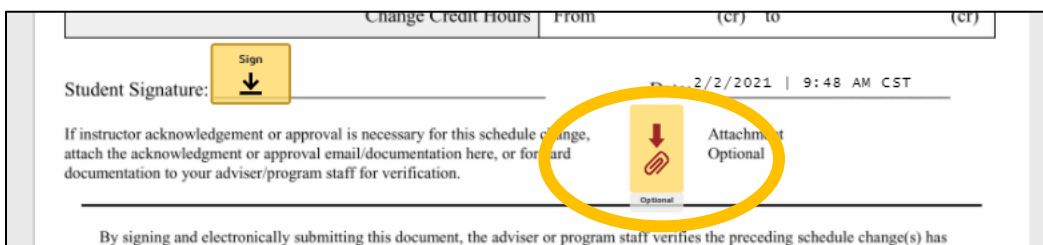
A screenshot of a web form titled "Change Credit Hours". At the top, there are fields for "From" and "to" with "(cr)" next to them. Below this, on the left, is a "Student Signature:" label followed by a gold button with a downward arrow and the word "Sign" above it. To the right of the signature line is a "Date:" field showing "2/2/2021 | 9:48 AM CST". Below the signature line, there is a paragraph of text: "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." To the right of this text is a gold button with a paperclip icon and the word "Attachment" above it, and "Optional" below it. At the bottom of the form, there is a line of text: "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.

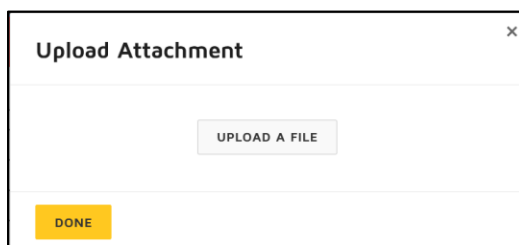
- You have the option to draw your own name if you wish, but this is not required.
- Click the “Adopt and Sign” button to sign the document.

A screenshot of a dialog box titled "Adopt Your Signature". It contains a section "Confirm your name, initials, and signature." with a "Required" label. Below this are two input fields: "Full Name*" with the placeholder "Your Name" and "Initials*" with the placeholder "Your Initials". There are two tabs: "SELECT STYLE" (active) and "DRAW". Below the tabs is a "PREVIEW" section showing a sample signature "Your Name" and initials "Your Initials" in a blue ink style. Below the preview is a line of text: "By selecting Adopt and Sign, I agree that the signature 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." At the bottom are two buttons: "ADOPT AND SIGN" (gold) and "CANCEL".

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.

A screenshot of the same "Change Credit Hours" form as in Step 6. The gold button with the paperclip icon and the word "Attachment" above it, and "Optional" below it, is now highlighted with a yellow circle.

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.

A screenshot of a dialog box titled "Upload Attachment". It contains a single button labeled "UPLOAD A FILE". At the bottom left is a gold button labeled "DONE".

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 screenshot of 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->