

IU JACOBS SCHOOL OF MUSIC AUTHORIZATION REQUEST FORM

(This form is to authorize adjustments after you have registered. If you have not yet registered in any classes, please fill out a Program Planning Sheet. Please note that this form is valid only through the first week of classes.)

If you want to ADD a course that requires AUTHORIZATION, complete this form, obtain the professor's signature, and return the form to the Music Advising & Records Services Office. (Courses that require authorization have "department consent required" listed on the online Schedule of Classes).

Once this completed form has been submitted to the MARS office, please allow 24 hours (one full working day) for processing. You will then be able to adjust your schedule online at onestart.iu.edu.

Submitting this form DOES NOT change your schedule; it is for authorization only. After the 24 hour processing period, YOU MUST CHANGE YOUR OWN SCHEDULE ON ONESTART.

NOTE: Schedule adjustment on OneStart ends at 10:30 PM on Friday of the first week of classes. Beginning on the Monday of the second week of classes, you must use a FINAL SCHEDULE ADJUSTMENT FORM (late drop and add form) to add, drop, or adjust classes. These forms are available in the Music Advising & Records Services Office.

(Please provide all the information requested, and please print!)

Student name _____ IU ID # _____

Phone # _____ E-mail _____ Semester/Yr _____

Degree program _____ Major _____
(AS, BA, BS, BM, BME, AD, PD, VS, MM, MS, MA, DM, PHD) (Voice, Wind Conducting, Jazz Studies, etc)

Course # _____ Class # _____ Related Class # _____
(drill, lab, etc)

Teacher name (please print) _____

Teacher signature _____ Date _____