



University of Miami
Office of the Registrar

UNIT MODIFICATION REQUEST FORM

Please Only use one form per request

Please select and fill out box (A) if ALL scheduled classes will have the same set units.

**Note: this form is only used when changing credits for the scheduled classes*

<input type="checkbox"/>	Please select:	A.) Schedule of Class Information			
Effective Term		Subject Area		Catalog Number	
Current Variable Units:		<i>Min:</i>	<i>Max:</i>	Requested Set Units:	
<i>Are there any students currently enrolled in scheduled class(s)?</i>				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please select and fill out box (B) if specific scheduled classes will have specific set units.

**Note: A different Associated Class Number must be issued to each scheduled class in order to set specific units.*

<input type="checkbox"/>	Please select:	B.) Schedule of Class Information			
Effective Term		Subject Area		Catalog Number	
Current Variable Units:		<i>Min:</i>	<i>Max:</i>		
<i>Are there any students currently enrolled in scheduled class(s)?</i>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Class #	Associated Class #	Requested Set Units	Class #	Associated Class #	Requested Set Units

Department Chair: _____
(Signature Required)

Date: _____

School Scheduler: _____
(Signature Required)

Date: _____

***All forms must be sent to scheduling.rg@miami.edu for processing.**