



Samford University

Academic Success

Registration and Schedule Change FAQs

- *Can I change my schedule?*
 - Entering freshmen have an **“add/drop” window** where they can **make changes to their fall schedule online**. This year’s window is open July 8 through August 28.
- *What should I know before I make any changes?*
 - It’s fine to make some changes such as the day/time a class meets or the same class with a different professor, but you should **always make sure you have talked to your advisor** before you change anything else. Even a class in the same subject may not meet your program’s degree requirements
 - Also, keep in mind that **seats are limited**, and you should be careful about dropping a class unless you are certain a seat is available in the class you want to replace it with.
- *What if I want to change my major and need a new advisor?*
 - If you have changed or need assistance changing your major and do not know who your new advisor will be, please email success@samford.edu for assistance.
- *I’ve talked to my advisor and I’m ready to make a schedule change; now what?*
 - First, you need to be sure you have your **“Registration Alternate PIN.”** This is a six-digit code (beginning with a 7) that you will need to make any changes. Your advisor may have given it to you at Orientation or sent it to you in an email. If you cannot locate the PIN and cannot reach your advisor, email success@samford.edu for assistance.
 - Once you’ve confirmed your schedule change with your advisor and secured your PIN, go to www.samford.edu/go/asc and download the “How to Register for Classes” PowerPoint for step-by-step instructions. You can find it under the “Resources for Students” tab.

Still have questions or want someone to walk you through making changes? Email success@samford.edu to request assistance.