OFFICE OF THE REGISTRAR
RECORDS AND REGISTRATION

ENROLLMENT AUTHORIZATION
CHANGE GRADE MODE

Instructions:
Step 1: Complete information for the course.
Step 2: Submit to the Instructor of Record (as indicated).
Step 3: Student returns to Records and Registration.

Changes after the Last Day
to Change Grade Mode will incur
Late Transaction Fees.

Step One: To be completed by the Student.

UNM ID. Number Date
Student Name

Student Signature

By signing this card I accept the Financial Responsibility for all
Charges, Tuition, and Fees associated with this course.

Grade Mode: Instructor permission required
Audit for Audit (anytime) or for any
CR/NC change after the Last Day to
Letter Grade Change Grade Mode.

Student must obtain required overrides (capacity, prerequisite, co-requisite,
duplicate, special approval, etc.) prior to submitting this form.

Step Two: To be completed by the Instructor of Record (Primary) for the course.

Only required when:
- Requesting Audit Grade Mode (anytime)
- Changing after the Last Day to Change Grade Mode

Instructor Signature Date

Step Three: To be completed by the Student.

Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall -
North or Student Support and Services Center.

For Office Use Only:

Comments: ______________________________________________________________

Processed By: __________ Fee Charged: __________ Date: ____________________

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