

Please review the steps below before starting the Late Schedule Change request process to ensure that your form is routed correctly. Failure to follow the steps outlined below in How to Fill out PowerForm for Late Schedule Change may result in your form being voided and you will need to fill out another form and resubmit. Once you have reviewed the information below, please start the DocuSign process by clicking on the na2.docusign.net link at the bottom of this page. You can also copy and paste the address in a browser if the link is not working.

How to Fill out PowerForm for Late Schedule Change

Filling out the PowerForm correctly is imperative for your completed DocuSign form to be routed to the correct person. If you fail to fill out this form correctly, the form will be voided and you will have to fill out another form and resubmit. The steps for the Late Schedule Change PowerForm are:

- 1) Enter your name and UVA email into the Student section (red arrows)
- 2) Enter the name of the instructor for the course that you are requesting to change in the Instructor section (green arrows).
- 3) Once you have entered the name and email for yourself and the instructor, click Begin Signing at the bottom of the PowerForm (blue arrow). Do not change any other fields, or your form will not route correctly and you will need to resubmit.

PowerForm Signer Information

Before you start, please preview the form here (<https://college.as.virginia.edu/sites/college.as.virginia.edu/files/LSC%20Form.pdf>) and ensure you have all information and documentation needed. To begin submission, please enter your name and UVA email, then fill in the name and email of the Instructor and double check the instructor's email information to verify you have the correct information. If it is not, your form will not be signed. DO NOT change any of the other recipients or your form will not be submitted to The College.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Instructor

Name:

Email:

COLL Staff Assign

Name:

Email:

Late Schedule Change Committee

Name:

Email:

COLL Staff Complete

Name:

Email:

[Click link below to be directed to Late Schedule Change DocuSign form and begin filling out PowerForm.](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=655b4da1-b482-4bfe-8c10-99d0d1286d50&env=na2&acct=cb8f3d97-c474-4da1-9ceb-17a5b1681cc6&v=2)

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=655b4da1-b482-4bfe-8c10-99d0d1286d50&env=na2&acct=cb8f3d97-c474-4da1-9ceb-17a5b1681cc6&v=2>

If you would like to preview the Late Schedule Change form to see what fields you will need to fill out, please visit <https://college.as.virginia.edu/sites/college.as.virginia.edu/files/LSC%20Form%20preview.pdf>