Schedule Adjustment
Office of the Registrar

Students intending to add or drop courses during the add/drop period must complete this form. The form must include approval from the Financial Aid Office before being submitted to the Registrar's Office. Please print clearly.

Name: _____ Date: _____

Phone: _____ Box #: _____

Semester: ☐Fall ☐Spring Year: 20 _____

Program: ☐Traditional ☐Ignite ☐ DCP ☐MASL

Do you work on campus? ☐Yes ☐No

Do you receive Veteran's Benefits? ☐Yes ☐No

Do you hold an F-1 Foreign Student Visa? ☐Yes ☐No

Are you a student athlete? ☐Yes ☐No

Are you planning to graduate this academic year? ☐Yes ☐No

	Course #	Course Name	Units	Credit/Audit	Penalty	Fin. Aid Approval
D						
R						
O						
P						

	Course #	Course Name	Units	Credit/Audit	Penalty	Fin. Aid Approval
A						
D						
D						

Signature

I understand that by submitting this form I am requesting that the above courses be added and/or dropped from my schedule. I understand that this agreement is final and I may not add any dropped courses back to my schedule once this form is processed.

Signature: _____ Date: _____

Registrar Use Only

Unit Load Before Adjustment: _____ Financial Aid Processed: _____

Unit Load After Adjustment: _____ Professor Notified: _____

Computer Entry: _____ Academics Notified: _____

VA Certification (if applicable): _____ _____

Notes: _____

Copies

Registrar – Original

Student Accounts – Copy

VA Student File – Copy (if applicable)