



Schedule Adjustment - LPU Online

Office of the Registrar

Students intending to add or drop courses during the add and drop period must complete this form. **The form must include approval from the Financial Aid Office before being submitted to the Registrar's Office if you are dropping below full-time status.** Please print clearly and sign on the designated line below.

Name: _____ ID: _____ Effective Date: _____

Phone: (____) _____ - _____

Semester: Fall Spring Year: 20 _____

Program: ITP OUG GRAD: _____
Cohort

- Reverse the ITP Site Fee? Yes No
- Does the student receive Veteran's Benefits? Yes No
- Does the student hold an F-1 Foreign Student Visa? Yes No
- Is the student planning to graduate this academic year? Yes No

Student Section			
	Course #	Course Name	Units
D R O P			

Office Use Only			
Credit/Audit	Tuition Penalty	FA Approval	Last Known Acad Activity Date

ADD			
	Course #	Course Name	Units

Credit/Audit	Tuition Penalty	FA Approval	Last Known Acad Activity Date
	NA		NA
	NA		NA

***Please note: only drops will be allowed after the first week of classes.**

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		Copies Registrar – Original Student Accounts – Copy Financial Aid – Copy VA Student File – Copy (if applicable)
Unit Load Before Adjustment: _____	Financial Aid Processed: _____	
Unit Load After Adjustment: _____	Professor Notified: _____	
Computer Entry: _____	Academics Notified: _____	
VA Certification (if applicable): _____	Degree Audit updated: _____	
Notes: _____		