

# Schedule Adjustment Form

(REV. 1/18)



Term \_\_\_\_\_  
 Year \_\_\_\_\_  
 Current Major \_\_\_\_\_

## SECTION A

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Birth Date \_\_\_\_\_

- Do you wish to withdraw from all courses? (circle one) **NO YES**  
 If you circled **NO** for question 1, please complete Section B and sign below.
- If you circled **YES** for question 1, **what is the last date you attended class?** \_\_\_\_\_  
 If you circled **YES** for question 1, you must obtain signature from Dean of Students Office and sign the Financial Aid Complete Withdrawal Form when you submit this form to Enrollment Services.

## SECTION B – Instructor permission is required to add a class if you do not have the necessary prerequisites.

**\*Instructor signature and drop reason are required for every course you drop after add/drop ends\***

	Audit Y/N	CRN	Course Number	Credit Hours	Did you attend? Y/N	Drop Reason <i>See List Below</i>	Adds Instructor signature when required
Sample	N	80214	Math 1111	3	Y	C	
Add							
Add							
Add							
Add							
		CRN	Course Number	Credit Hours	Did you attend? Y/N	*Drop Reason* <i>See List Below</i>	*Drops* Instructor signature required after add/drop
Drop							
Drop							
Drop							
Drop							

Please indicate your primary reason for dropping the course above. A=Financial; B=Health; C=Work; D=Family Issues; E=Academic Difficulty; F=Issues with Instructor; G=Transportation; H=Protect GPA; I=Childcare; J=Course Content; K=Course not needed; L=Other (specify \_\_\_\_\_)

The schedule adjustment process is not complete without required signatures. Schedule adjustments may require repayment of financial aid funds.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students (complete withdrawal only) \_\_\_\_\_ Date \_\_\_\_\_

Signed Financial Aid Form (complete withdrawal only) \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Services Signature \_\_\_\_\_ Date \_\_\_\_\_

White-Enrollment Services \* Canary Yellow-Financial Aid \* Pink-Student Copy