

Schedule Adjustment Form

(REV. 9/26)

Semester/Term (F, Sp, Su) _____
Year (e.g. 2027) _____



SECTION A

Last Name _____ First Name _____ M.I. _____

Student ID# _____ Phone (_____) _____

DSC Email _____@daltonstate.edu Birth Date _____

****To withdraw from all courses, you must complete the [Schedule Adjustment Form – \(Drop ALL Classes for the Semester\)](#) found at [Current and Former Student Forms - Dalton State](#)**

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

*Audit “Y” means you will not receive a grade in the class; it will not apply towards graduation.

****Advisor signature, drop reason, & attendance are required for every course you drop after add/drop ends.**

	*Audit Y/N	CRN	Course	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							
Add							
		CRN	Course	Credit Hours	**Did you attend? Y/N	**Drop Reason <i>See List Below</i>	**Drops** Advisor 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; I=Childcare; J=Course Content; K=Course not needed; L=Other (specify _____); M=Technical Issues; N=Time Management

SECTION C – The schedule adjustment process is not complete without initials to show understanding and required signatures.

Student Initials	Student agrees to understanding the following:
	Schedule adjustments may require repayment of financial aid funds.
	If you have federal student loans, dropping one or more courses may affect your loan eligibility for your next term of enrollment. Please contact the Financial Aid Office before making schedule changes if you have questions about how your aid may be impacted.

Student Signature _____ Date _____

Enrollment Services Signature _____ Date _____

White-Enrollment Services * Pink-Student Copy