

Class Schedule Change Form

Important: This form is only to be used for schedule changes during registration periods.

Directions:

- 1. Student should initiate the schedule change by meeting with an advisor.
- 2. Student and advisor will complete the schedule change form and sign.
- 3. Changes may be entered by the Advisor in Datatel Colleague, or by the student in Patriot Port

Student ID# or Last 4 digits of SS#	Semester	Year
Student ID " Of Last + digits of SS"	Demester	1 Cui

Student's Name

Last	First

Middle/Maiden

Major_____

DROPS

Subj	Crse	Sect	Title	Credit Hrs	Instructor Initials

ADDS

Subj	Crse	Sect	Title	Credit Hrs	Instructor Initials

Student Signature	Date	Rec by	_ Date
Advisor Signature	Date	Ent by	Date
Advisor Signature	Date	Ent by	Date

Students who wish to change their class schedule during Schedule Adjustment Days are advised to drop and add courses during the same registration session to avoid being charged 25% of the tuition for the dropped class.

You have the right to a 75% tuition refund if drop is officially completed and received in the Records Office before the deadline published in the Academic Calendar. You will not be allowed to add or change sections after this date. If you are receiving Financial Aid, you should contact the Financial Aid office prior to submitting this form to the Records Office. Dropping a class may affect your financial aid eligibility and award amount.