



# SCHEDULE ADJUSTMENT FORM

## Re-registration, Late Permission for Drop/Add, Withdrawal, Exceeding Maximum Credits

You must submit this form to the Registrar's Office within **2** business days of obtaining Division Chair's signature

Today's date \_\_\_\_\_ Semester/year Fall\_\_ Spring\_\_ Summer\_\_ Intersession\_\_

Student name (print) \_\_\_\_\_ Banner ID: C\_\_\_\_\_

### Course Add/Re-registration/Late Permission

CRN #	Dept.	Course #	Section #	Instructor signature/date*	Division chair signature/date (required)
71236	CAY	101	001		
1.					
2.					
3.					
4.					
5.					
6.					

Note: Late Add courses require both instructor and division chair signatures.

\*Instructor signature NOT required for students who are dropped from class for non-payment.

### Course Drop or Withdrawal

CRN #	Dept.	Course #	Section #	Student signature/date
1.				
2.				
3.				
4.				
5.				

**Permission to Exceed Maximum Credits**

Total number of credits desired \_\_\_\_\_

Signature of Division Chair \_\_\_\_\_

Date \_\_\_\_\_

## De-Registered for Non-Payment

### **STEP 1: Were you de-registered AFTER the 1st week of classes?**

If YES, contact the Business Office to request a 'Purge Hold Removal', and explain how you plan to pay your college bill. Go to STEP 2.

If NO, contact your Faculty Advisor OR log in to Self-Service Banner to register for classes. Go to STEP 5.

### **STEP 2: Visit the Registrar's Office to obtain a 'Schedule Adjustment Form'. Go to STEP 3.**

### **STEP 3: Do you have a copy of your old schedule?**

If NO, contact your Faculty Advisor or Student Development Office to develop a schedule of classes;  
**Go to STEP 4.**

If YES, visit the Division Chairs with your tentative schedule and the Schedule Adjustment Form to receive written permission to re-register for classes.

### **STEP 4: Return to the Registrar's Office within 2 business days of obtaining the appropriate signatures with a signed Schedule Adjustment Form to re-register for classes.**

### **STEP 5: Pay your College bill.**

## Permission to Add Classes After the Drop/Add Period

Registration for courses after the add period require both the instructor and division chair signatures.

## Permission to Exceed Maximum Allowable Credits

Spring, summer and fall: Permission to exceed 19 credit hours is required from the division chair

January intersession: Permission to exceed 6 credit hours is required from the division chair.

## Request to Withdraw from Classes

A withdrawal after the refund period has ended will result in a W grade for each course in which you were enrolled. A withdrawal does not require an instructor or division chair signature.

*Please check with the Business Office concerning any outstanding charges. Withdrawing from a course does **not** remove your fiscal liability for that course and may result in the loss of financial aid.*

### Auburn Division Chairs

Christie Waters (M-256) x2421 Steve Keeler (T-103) x2282 Loraine Miller (M-250) x2416

### Fulton Division Chair

William Lovell (Fulton) x3016

