**PART I:**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>MI</th>
<th>Student ID Number</th>
<th>Semester/Year</th>
</tr>
</thead>
</table>

Please select one from each section:

- Choose Career:  
  - Graduate  
  - Undergraduate

- Choose Campus:  
  - Main Campus  
  - Continuing Professional Education

- Choose Enrolled School/College:  
  - Arts & Media  
  - Arch & Planning  
  - Business  
  - Education  
  - Engineering  
  - Liberal Arts  
  - Non-Degree  
  - Public Affairs

Choose an ‘Action’ for each class *(See detailed instructions on reverse side)*  
E=Enroll  
D=Drop  
WL=Waitlist  
TC=Time Conflict  
OV=Overload  
CH=Credit Hour Adjustment  
P/F=Pass/Fail  
NC=No Credit *(Please note: check the Late Start column if the class does not begin at the start of the semester.)*

<table>
<thead>
<tr>
<th>Action</th>
<th>Class Number</th>
<th>Subject/Course#</th>
<th>Section</th>
<th>Hours</th>
<th>Late Start</th>
<th>Faculty Signature and Date</th>
<th>Dean/Advisor Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>E</td>
<td>35268</td>
<td>ENGL 1010</td>
<td>001</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that I am academically and financially responsible for the course adjustments I request. I am responsible for knowing schedule adjustment deadlines and signature requirements as published in the academic calendar for this semester. I am required to submit this form within 5 working days after obtaining the required signatures.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Part II: Request for Complete Term Withdrawal** *(please complete this portion only if you are dropping ALL courses for the semester.)*

I request permission to be withdrawn from all classes. I acknowledge responsibility for any tuition and fees.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Dean’s Signature Date

Financial Aid Office Signature Date

This form must be complete before submitting to the Office of the Registrar (Annex 100) or to the Student Service Center (NC 1003). The date the form is received is the effective date of the action requested. Please consult the academic calendars for specific deadlines.
PART I: Instructions and information

(Consult the Academic Calendar for specific deadlines and dates)

E=Enroll
Register for classes through the student portal until the end of the enrollment period. Instructor and Dean’s signature must be completed for adding classes after the online enrollment period.

If you submit a Schedule Adjustment Form to enroll, then decide you no longer want your request processed, you will need to submit another Schedule Adjustment Form indicating you want to drop your class(es).

D=Drop
Drop classes through the student portal during the online enrollment period. Classes dropped before the Census date will not show on the student’s transcript and the student will not be billed for tuition and fees. Students may drop classes through the 1st week of the semester without being assessed a drop fee. After the 1st week of class through Census, students are charged a drop fee of $100 per class.

Classes dropped after the Census date will require the instructor’s signature. The drop will show on the student’s transcript with a “W” grade and all tuition and fees will be due and payable to the University.

Classes dropped after the tenth week of Fall or Spring semesters and the sixth week of the Summer term will require both the Instructor and Dean’s signature.

TC=Time Conflict
The student should enroll in the first class using the student portal in which a time conflict exists. The instructor of the second class must approve attendance in her/his class.

(Faculty Note: Please indicate on this schedule adjustment form that you are allowing this student to register for your class even though a time conflict exists.)

WL=Waitlist
If you are eligible to take a class, but find it is closed, you may put yourself on the waitlist using the student portal or this form during the enrollment period.

Once you are on a waitlist, you are responsible for monitoring your schedule to see if you are added in the class. If you decide you do not want to enroll in the class, you are responsible for dropping it from your schedule.

Waitlists are purged after the 1st week of the semester, so if you are not officially enrolled in the class by then, you will need to submit a schedule adjustment form with the instructor’s approval to enroll in the class to the Office of the Registrar (Annex 100) or Student Service Center (NC1003).

OV=Credit Hour Overload
If you wish to take more than 18 semester credit hours in the Fall or Spring semester, or more than 12 credit hours in the Summer term, you must obtain Dean’s approval from your school/college.

CH=Credit Hour Adjustment
Variable credit hour classes can be changed during the Add/Drop enrollment period. After this period closes, an advisor’s signature is needed to adjust the credit hours for which you are registered. Enter the correct hours on this form. Tuition bill will be adjusted upon changes made.

Restricted Courses
To add restricted classes to your schedule, please consult your school/college.

Grade Type Changes:
During the Add/Drop enrollment period you may change your grade type in a course to either P/F=Pass/Fail or NC=No Credit. Once Add/Drop enrollment ceases, changing the grade type to or from a Pass/Fail or No Credit will require the Dean’s signature for approval on this form.

(No credit is not to be confused with Metro’s drop code of NC. Contact your school/college for more information.)

Full Term Withdrawal
Part II of this form must be completed and signed before submitting it to the Office of the Registrar (Annex 100) or Student Service Center (NC1003).

Please Note:
All forms must be completed and signed prior to submitting them for processing. The date the form is received will be the effective date of the action requested. It is the student’s responsibility to make sure that all information is accurate for processing.