Schedule Adjustment Form

PART I:

First Name   Last Name   MI   Student ID Number    Semester/Year

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 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Class Number</th>
<th>Subject/Course#</th>
<th>Section</th>
<th>Hours</th>
<th>Faculty Signature</th>
<th>Dean/Advisor Office Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 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.

Student Signature        Date

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I request permission to be withdrawn from all classes.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.

Student Signature        Date        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

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.

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.

Instructor and Dean’s signature must be completed for adding classes after the online enrollment period.

Students may drop classes through the end of 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.

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 (NC 1003).

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 online 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.

 Grade Type Changes:
During the online enrollment period you may change your grade type in a course to either **P/F=Pass/Fail** or **NC=No Credit**. Once online enrollment ceases, changing the grade type to or from a **Pass/Fail** or **No Credit** will require the Dean’s signature of 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 (NC 1003).

(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.)

<table>
<thead>
<tr>
<th>School/College</th>
<th>Location/Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Media</td>
<td>AR 177; 303-556-2279</td>
</tr>
<tr>
<td>Business School</td>
<td>CU 2nd Floor; Undergrad 303-315-8100; Grad 303-315-8200</td>
</tr>
<tr>
<td>School of Education &amp; Human Development</td>
<td>NC 5012; 303-556-2717</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>NC 3024; Undergrad and Grad 303-556-2870</td>
</tr>
<tr>
<td>College of Architecture and Planning</td>
<td>CU 3rd Floor; 303-556-3382</td>
</tr>
<tr>
<td>School of Public Affairs</td>
<td>LW 500; 303-556-5970</td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences (Undergrad)</td>
<td>NC 4002; 303-556-2555</td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences (Graduate)</td>
<td>NC 5014; 303-556-2557</td>
</tr>
<tr>
<td>Non-Degree Undergrad (Office of the Registrar)</td>
<td>CU Annex 100; 303-556-2389</td>
</tr>
<tr>
<td>Non-Degree Graduate</td>
<td>School of College defined by each course</td>
</tr>
</tbody>
</table>

(Consult the Academic Calendar for specific deadlines and dates)