

# Schedule Adjustment Form

**PART I:**

*Complete this portion only if you are requesting a partial drop for the semester: (Consult the Academic Calendar for specific deadlines and dates)*

\_\_\_\_\_

First Name                                      Last Name                                      MI                                      Student ID Number                                      Semester/Year

Please <b>circle</b> one from each section:	• Career:                                      Graduate                                      Undergraduate
	• Campus:                                      Main Campus                                      Continuing Professional Education
	• 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.)

Action	Class Number	Subject/Course#	Section	Hours	Late Start / Start Date	Faculty		Authority Signature	
						Print Name	Signature & Date	Print Name	Signature & Date
Example: <b>E</b>	35268	ENGL 1010	001	3.0	<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				

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

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**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I request permission to be withdrawn from all classes.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. Changes in enrollment can have an impact on financial aid eligibility. Contact the Financial Aid Office for further information.

\_\_\_\_\_

Student Signature                                      Date                                      Authority Signature                                      Date

**This form must be complete before submitting to the Office of the Registrar (Student Commons Building). Please consult the academic calendars to ensure compliance with specific deadlines.**

**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 end of the 1<sup>st</sup> week of the semester without being assessed a drop fee. After the 1<sup>st</sup> 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 (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. It is the student's responsibility to make sure that all information is accurate for processing*

**School or College****Location and Phone Number**

College of Arts & Media  
 Business School  
 School of Education & Human Development  
 College of Engineering  
 College of Architecture and Planning  
 School of Public Affairs  
 College of Liberal Arts and Sciences (Undergrad)  
 College of Liberal Arts and Sciences (Graduate)  
 Non-Degree Undergrad (Office of the Registrar)  
 Non-Degree Graduate

Arts Building 177; 303-556-2279  
 Business School Building 4<sup>th</sup> Floor, 1475 Lawrence Street; Undergrad 303-315-8100; Grad 303-315-8200  
 1380 Lawrence Street Center, Suite 701; Undergrad and Grad 303-315-6300  
 North Classroom 3034; Undergrad and Grad 303-556-2870  
 CU Building 1250 14<sup>th</sup> Street, Suite 2000; 303-315-1000  
 1380 Lawrence St, Suite 500, Room 525; 303-315-2228  
 1200 Larimer St, North Classroom 1030; 303-315-7100  
 1380 Lawrence Street Center 1251 ; 303-315-2183  
 Student Common Building 1201 Larimer Street, Suite 5005; 303-315-2600  
 School of College defined by each course