



SCHEDULE CHANGE FORM
\$10 fee for each form submitted

Name: _____ ID#: _____ Date: ___/___/___ Pkg: Undergrad PSEO
Reason for change: _____ Semester: Fall Spring Summer 20___

	Course Number/ Section	Course Title (include hour/block)	Credit	Audit	√ if repeat
DROP					
DROP					
DROP					
DROP					
ADD					
ADD					
ADD					
ADD					

___ Financial Aid Signature _____
(Mandatory signature once classes start through 6th week of semester)

___ St Accounts Signature _____
(Mandatory signature if increasing credit load after classes have started)

___ Advisor Signature _____
(Mandatory signature after 4th week of semester)

___ Professor Signature _____
(Mandatory signature when requested by Registrar's staff)

Waive Prerequisite / Co-Requisite Time Conflict
 Override Class Limit ACT Score
 After 4th Week of Semester Other: _____

FOR OFFICE USE ONLY:
Refund _____ | **Cr** _____ | Date ___/___/___
Fee _____ () QX | **Au** _____ | Initials _____

If you drop below 12 credits (15 cr for MN Grant), your financial aid award **WILL be affected.*
**You are responsible for notifying the Student Life Office if your schedule change affects your chapel attendance.*



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If you drop below 12 credits (15 cr for MN Grant), your financial aid award **WILL be affected.*
**You are responsible for notifying the Student Life Office if your schedule change affects your chapel attendance.*

No class may be added after the first week of the term.

Courses that are dropped within the first four weeks of the semester will not remain on academic records unless a student completely withdraws from all classes for the semester.

Tuition will be refunded according to the following schedule:

1st week of classes	→	100% refund
2nd week of classes	→	75% refund
3rd week of classes	→	50% refund
4th week of classes	→	25% refund
Thereafter	→	no refund

Courses cannot be changed from credit to audit or from audit to credit after the first full week of classes.

A grade of "W" (non-punitive to grade point average) will be assigned for courses dropped during the 5th through 10th week of the term.

A grade of "WF" will be assigned for courses dropped after the 10th week of the term.

A change of schedule becomes effective on the date of receipt in the Registrar's Office.

The student is responsible for all academic requirement information in the college catalog. The assigned academic advisor should be contacted with questions regarding schedule changes before they are submitted.

All course fees are non-refundable after financial registration.

No refund of fees will be given for applied music lessons or audited courses dropped.

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