

Change Of Class Schedule (Add/Drop)

Fall ___ Spring ___ J-Term ___ Summer ___

Please follow the Add/Drop procedures listed below:

- List the course(s) to be added or dropped.
- Secure the instructor's signature and date for each course.
- Secure all required signatures.
- Sign and return this form to the Registrar's Office before the Add/Drop period ends.

There is a \$25.00 processing fee for each Change Of Class Schedule form submitted.

Date: _____

Student ID: _____

Student's Name: _____

Reason for Change: _____

Current semester hours Revised semester hours after Add/Drop:

ADD CLASS

Course #	Course Title	Cr. Hrs.	Day(s)	Time	Instructor's Approval	Date

NOTE: In some cases, adding courses may change your tuition charges and/or Financial Aid.

DROP CLASS

Course #	Course Title	Cr. Hrs.	Day(s)	Time	Instructor's Approval	Date

NOTE: Dropping courses may not result in a 100% refund of tuition; refunds apply per Refund Policy. Financial Aid may be affected.

All Signatures are required below unless otherwise noted:

1. Student _____ 2. Faculty Advisor _____

3. If dropping music lesson(s), how many hours did you attend? _____ Music Instructor Signature _____

Please mark the box if you are currently receiving VA education benefits at ACU

The following signatures must be included if dropping below full-time (12 credit hours) or exceeding 18 credit hours in fall or spring:

1. Business Office _____

2. Financial Aid _____

3. Athletics Compliance Coordinator (if athlete dropping below 12 credit hours) _____

4. Residence Life Director (if living on campus dropping below 12 credit hours) _____

Office Use only

Returned to Registrar's Office Date:	
Business Office Notified Date:	
Notes:	