Reset Form



Spring Summer Fall

Year

SCHEDULE REQUEST FORM

	New/Returning Student	Continuing Student	🗆 K-12 Student					
Stud	ent ID#	Phone Number	Phone Number					
Last	Name	First Name	Middle Initial					
Stud	ent Signature	Date						
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COURSE ADDS-Please make sure form is complete, signed, and dated.

SECTION NO.	COURSE	UNITS	DAY	TIME	BLDG/ROOM	OFFICE USE ONLY – MM = Multiple Measure / OTR = Other Transcript					
						INSTRUCTIONAL DEAN'S SIG. REQUIRED IF EFFECTIVE DATE IS AFTER 3 RD WEEK					
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122	COUNSELOR SIGNATURE	PLACEMENT OVERRIDE APPROVED USING		INSTRUCTOR'S SIGNATURE TO ADD	DATE OF FIRST	
STUDENTS ENROLLING IN A LAB CLASS INVOLVING READING, WRITING, MATH, SCIENCE, OR EXERCISE WILL ALSO BE ENROLLED IN A FREE OF CHARGE NON-CREDIT CLASS FOR RECORDKEEPING PURPOSES.						MM	OTR ✓	(IF NEEDED)	ATTENDANCE		

COURSE DROPS

IT IS THE STUDENT'S RESPONSIBILITY TO DROP ANY CLASS THAT THEY DO NOT INTEND TO COMPLETE. EXCESSIVE DROPS MAY AFFECT ACADEMIC STATUS AND FINANCIAL AID.		Enter one that applies to reason for dropping courses. 1. Attending Another School	UP TO A 12 UNIT LIFETIME MAXIMUM MAY BE TAKEN ON A P/NP BASIS. STUDENTS HAVE UNTIL THE END OF THE FOLLOWING SEMESTER TO CHANGE FROM PASS/NO PASS TO A LETTER GRADE.				
SECTION NO.	COURSE	2. Changed section	COUNSELOR	SECTION NO.	COURSE	UNITS	
EXAMPLE: 1001	ENGL-01A	 Too Difficult Child Care Issues Family Issues Financial Aid Disbursement Instructor Issues Legal Obligations Medical Issues Lack of Motivation Textbook/Material Costs Transportation Juition Costs Work Conflict 	SIGNATURE REQUIRED ONLY IF DROPPING GUID-54	EXAMPLE: 1001	ENGL-01A	4	
		15. Changed Mind					
		16. COVID-19 2020S only					

PASS/NO PASS OPTION