



<input type="checkbox"/> Spring	<input type="checkbox"/> 2017
<input type="checkbox"/> Summer	<input checked="" type="checkbox"/> 2018
<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> 2019

## SCHEDULE REQUEST FORM

<input type="checkbox"/> New/Returning Student*	<input type="checkbox"/> Continuing Student**	<input type="checkbox"/> K-12 Student
*New/Returning: If you <u>were not</u> enrolled last semester **Continuing: If you <u>were</u> enrolled last semester		

Student ID# (Write your SSN or Date of Birth if you do not know ID#)	Phone Number	
Last Name	First Name	Middle Initial
Student Signature <b>X</b>	Date	

### COURSE ADDS

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 <sup>RD</sup> WEEK				
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.						COUNSELOR SIGNATURE IF PREREQUISITES NOT MET	PLACEMENT OVERRIDE APPROVED USING		INSTRUCTOR'S SIGNATURE TO ADD (IF NEEDED)	DATE OF FIRST ATTENDANCE
							MM	OTR		
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
9704	MGMT- 50B	.5	Th	8- 12:15 PM	BRC - 122				<i>Ristorosi</i>	12/6/18

### COURSE DROPS

IF 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.		<b>OFFICE USE ONLY</b>
SECTION NO.	COURSE	COUNSELOR SIGNATURE REQUIRED IF DROPPING GUID-54
EXAMPLE: 1001	ENGL-01A	

### PASS/NO PASS OPTION

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	UNITS
EXAMPLE: 1001	ENGL-01A	4