



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

## SCHEDULE REQUEST FORM

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

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

### COURSE ADDS

SECTION NO.	COURSE	UNITS	DAY	TIME	BLDG/ROOM	OFFICE USE ONLY – MM = Multiple Measure / OTR = Other Transcript			
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122	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 ✓		
	MGMT- 50P	.5	Th	1- 5:15 PM	BRC			<i>P. Pistoni</i>	4/4/19

### 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