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| <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"/> 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 X		Date

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 RD 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- 50K	.5	W	1- 5:15 PM	BRC			<i>P. Pistoresi</i>	2/13/19	

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.		OFFICE USE ONLY
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