



SCHEDULE ADJUSTMENT

(Please PRINT: Use this form for **ALL** schedule adjustments)

(CIRCLE ONE) TERM: FA WI SPR SU 20_____

STUDENT ID _____

NAME: _____ GRADUATE _____ UNDERGRADUATE _____
LAST NAME FIRST NAME

COURSES TO BE ADDED/ADJUSTED

SUBJECT AND COURSE NUMBER	SECTION NUMBER	CLASS NUMBER	ADD	AUDIT (AU)
ENGL 123	101	1011		AU (example)

Graduate students are not permitted to Audit courses after the initial registration

Note: An additional per credit hour fee will be charged to **UNDERGRADUATE** students who are attempting more than eighteen (18) credit hours during the semester. An additional per credit hour fee will be charged to **GRADUATE** students who increase their attempted hours.

The date the form is received in the Office of the Registrar is the effective date of the action requested

Auditing a course(s) may affect a student's full/part-time status and Financial Aid eligibility.

Student Signature _____ Date _____

Step 1. Athletic Department (If Student Athlete) _____

Step 2. Financial Aid Department (If receiving Aid) _____

Step 3. Academic Dean (Required by all) _____

Processed By _____ Date _____

COLLEGE OF ARTS & SCIENCES – Dr. George Acquah, Dean

Computer Science Building, Room 315, 301-860-3610

Communications
Computer Science
English & Modern Language
History & Government
Fine & Performing Arts
Mathematics
Military Science
Natural Science
Technology and Security

COLLEGE OF BUSINESS – Professor Samuel Duah, Interim Dean

Center Business & Graduate Studies, Room 3312, 301-860-3590

Accounting, Economics & Finance
Management Information Systems
Management, Marketing & Public Administration

COLLEGE OF EDUCATION – Dr. Rhonda Jeter, Dean

James E. Proctor Building, Room 224, 301-860-3225

Counseling
Education Leadership
Teaching, Learning & Professional Development

COLLEGE OF PROFESSIONAL STUDIES – Dr. Tanya Brice, Dean

James E. Proctor Building, Room 320, 301-860-4703

Behavioral Science & Human Services- (Child & Adolescent Studies, Criminal Justice, Sociology)
Nursing
Psychology
Social Work