INSTRUCTIONS AND NOTES:
This form may be used to add or drop courses, change a class section, indicate audit status, or change credits in a variable credit class.

Enter your college of registration, ID number and name. Circle the correct semester, and enter the calendar year.

Refer to the class schedule booklet for your college of course, course number, and section. The college of the course, course number, and section are required and all must be filled in completely.

Drop: Courses dropped during the first five weeks of class are not recorded as part of your permanent record. Drops after the fifth week of class receive a "W" grade indicating course withdrawal and you will be charged for the course. All components (lecture, lab, discussion, etc.) should be included when dropping classes. Refer to your school/college policy regarding signatures for drops.

Add: You may add courses the first two weeks of class only. Obtain the instructor's signature.

Audit: Status cannot be changed after the fifth week of class. To change from graded to audit, use "GR to AU"; to change course from audit to graded, use "AU to GR".

Credit Change (Only for variable credit courses identified in the schedule as "VAR"): enter the new number of credit hours for the course. Obtain the authorized signature of the instructor, department or school/college Dean's office.

STUDENTS WISHING TO WITHDRAW/TAKE A LEAVE OF ABSENCE FROM THE UNIVERSITY MUST DO SO USING A "WITHDRAWAL/LEAVE OF ABSENCE FORM" RATHER THAN A "CLASS ADJUSTMENT FORM." UNDERGRADUATE STUDENTS WISHING TO WITHDRAW/TAKE A LEAVE OF ABSENCE MUST CONTACT THE OFFICE OF THE DEAN OF STUDENTS; GRADUATE AND MET COLLEGE STUDENTS MUST CONTACT THE DEAN'S/RECORDS OFFICE OF THEIR SCHOOL/COLLEGE.

I AM AWARE THAT THE ABOVE ACTIONS MAY AFFECT MY ACADEMIC RECORD, MY FINANCIAL CHARGES AND MY FINANCIAL AID. I HAVE CONSULTED MY ADVISOR.

Student's Signature

REGISTRAR'S COPY

Advisor's Signature (if required)