



SCHEDULE ADJUSTMENT FORM

SUMMER ___ FALL ___ SPRING ___ (CHECK APPROPRIATE TERM)

NAME _____ I.D.# _____
(PLEASE PRINT) Last First Mi

ADDRESS _____ PHONE _____
Street City State Zip

CURRENT E-MAIL ADDRESS _____

ENTER CLASSES TO BE DROPPED

*Classes can only be DROPPED before assigned Census dates.

CRN #	COURSE ID PREFIX #	SECTION #	CREDITS	DROP REASON

ENTER CLASSES TO BE ADDED

AUDITORS are NOT eligible to receive the COF STIPEND; therefore you will be charged both the tuition and the established stipend amount.

CRN #	COURSE ID PREFIX #	SECTION #	Credits	INITIAL TO REQUEST AUDIT You will not receive credit, a grade or the COF Stipend	INITIAL TO REFUSE COF STIPEND	APPROVAL SIGNATURE (S)

***SIGNATURES REQUIRED:**

Entry into closed classes: Instructor and Department Chair

Unmet Prerequisites: Department Chair

Late Registration with Instructor Permission: Instructor

After Late Registration with Instructor Permission: Instructor and Department Chair

After the Drop Period (Census): Instructor, Department Chair and Division Dean **(NO FTE OR COF - DEPARTMENT MUST PAY COF)**

Time Conflicts: Both Instructors

Registrations in excess of 18 credit hours: Division Dean

Report to appropriate office for clearance approvals where checked "yes" if dropping below 12 Credits

- ARE YOU RECEIVING COLLEGE FINANCIAL AID? YES ___ NO ___ Contact the Financial Aid Office (719) 549-3020
- ARE YOU RECEIVING VETERANS ED. BENEFITS? YES ___ NO ___ Contact Veterans Affairs(719) 549-3013
- ARE YOU AN INTERNATIONAL STUDENT? YES ___ NO ___ Contact Admissions and Records (719) 549-3015

STUDENT SIGNATURE IS REQUIRED

YOUR SIGNATURE authorizes the COLLEGE OPPORTUNITY FUND (COF) stipend to be applied to your In-State tuition AND holds you financially responsible for all the above registered courses.

STUDENT'S SIGNATURE _____ DATE _____