

Schedule Adjustment

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-1425

Use this form for ALL schedule adjustments—adds, drops, and withdrawals.

Term/Year: _____ / _____

STUDENT INFORMATION

_____ U _____
 LAST NAME FIRST NAME MI U-NUMBER

Classification: UG GR LW Withdrawal from ALL Courses? Total Credit Hours Change
 YES NO from _____ to _____ (see *** below)

Note: See the accompanying Instructions sheet for Grade Mode information.

DROPPED COURSES

ADDED COURSES

CRN	SUBJ	COURSE	SEC#	GRADE MODE	CREDIT HOURS	CRN	SUBJ	COURSE	SEC#	GRADE MODE	CREDIT HOURS

SIGNATURES

Approver: _____ Date: _____

UG: College or Dean
 GR: Director, Graduate Studies
 LW: Dean or Law Registrar

Registrar's Use

Student: _____ Date: _____

Date: _____

WITHDRAWAL REASON/COMMENTS

NOTICE!

*** A reduction in Credit Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**

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General Instructions and Requirements

1. Complete all appropriate sections of the form; except for signatures, please print.
2. The signature of the appropriate college official is required for adds, drops, or withdrawals processed after the specific deadline for the part of term.
3. Any request to change from/to **audit grading** must be made via the “Request for Permission to Change from/to Audit” form; that form must accompany the “Schedule Adjustment” form.
4. College officials may require additional approvals or documentation prior to reviewing or signing this form.

Completing and Processing the Schedule Adjustment Form

- ✓ In the *Term/Year* and *Student’s Information* block, pay particular attention to:
 - **Term/Year** – Ex.: Fall/2007
 - **U-Number** - The student’s U-Number (Banner ID) always begins with the letter “U”; please fill in the remaining 8 digits.
 - **Classification** – Mark one only, UG (Undergraduate), GR (Graduate), or LW (Law).
 - **Withdrawal from All Classes?** – Mark either YES or NO.
 - **Total Credit Hours Change** – Students should be aware that reducing Credit Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**
- ✓ In the *Dropped Courses* and *Added Courses* blocks, pay particular attention to:
 - **Grade Mode** – Normally, this can be left blank. However, if the student is changing to audit status, enter “AU” in the **Grade Mode** column. Also, any change from/to Audit grading must be accompanied by a “Request Permission to Change from/to Audit” form.
- ✓ In the *Signatures* block:
 - Both the Approver and the Student must sign the form. The Approver must check either UG, GR, or LW.
- ✓ The College should retain one copy of the completed form. The Student should turn in or FAX one copy of the form to the Registrar’s Office, 003 Wilder Tower (FAX: 678-1425).