

## Schedule Adjustment

Office of the Registrar, University of Memphis, 003 Wilder Tower

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

Term/Year: \_\_\_\_\_ / \_\_\_\_\_

### STUDENT INFORMATION

LAST NAME	FIRST NAME	MI	U-NUMBER
Classification: <input type="radio"/> UG <input type="radio"/> GR	Withdrawal from ALL Courses? <input type="radio"/> YES <input type="radio"/> NO	Total Credit Hours Change from _____ to _____ (see *** below)	

### DROPPED COURSES

### ADDED COURSES

INSTRUCTOR APPROVAL  
required during late registration window

CRN	SUBJ	COURSE	SEC#	CRN	SUBJ	COURSE	SEC#	INSTRUCTOR SIGNATURE

### NEEDED SIGNATURES

Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Use
Date: _____

### 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.**

# Schedule Adjustment

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

## General Instructions and Requirements

1. Complete all appropriate sections of the form; except for signatures, please print.
2. The signature of the appropriate official(s) are required for adds, drops, or withdrawals processed after the specific deadline for the part of term.
3. 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) or GR (Graduate).
  - **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 *Instructor Approval* block, the instructor's signature is required if the add is occurring during late registration.
- ✓ In the *Signatures* block:
  - The Student must sign the form. If a student is late adding only, no approver other than instructor is required. For all other registration transactions and combinations thereof, the signature of an Approver is required.
- ✓ The College should retain one copy of the completed form. The Student should turn in one copy of the form to the Registrar's Office.