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

<table>
<thead>
<tr>
<th>SUBJECT AND COURSE NUMBER</th>
<th>SECTION NUMBER</th>
<th>CLASS NUMBER</th>
<th>ADD</th>
<th>AUDIT (AU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 123</td>
<td>101</td>
<td>1011</td>
<td></td>
<td>AU (example)</td>
</tr>
</tbody>
</table>

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_____________________

- Athletic Department
- Financial Aid Department
- Academic Dean
- Processed By
COLLEGE OF ARTS & SCIENCES – Dr. George Acquaah, 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

Update 8/18