



Schedule Adjustment (Drop/Add, Audit Course, Pass-Fail, Non-Credit)

Student ID

Last Name

First

MI

Term & Year

Schedule Adjustment

Table with 4 columns: Drop (Course Number, Section Number) and Add (Course Number, Section Number)

1 Classes may be dropped or added using this form during the Schedule Adjustment period or when administrative authorization is granted for a late registration after the Schedule Adjustment period had ended. To receive a "W" you must submit a withdrawal form.

Enrollment Status Adjustment

Table with 6 columns: Audit (Course Number, Section Number), Pass-Fail (Course Number, Section Number), Non-Credit (Course Number, Section Number)

2 A student may request to audit a class by completing this section of the form during the Schedule Adjustment period.

3 A student may request to take a class using the Pass/Fail option by completing this section of the form during the Schedule Adjustment period. NOTE: Courses designated as general education may not be taken for Pass-Fail even if the course will not be used for general education at Pensacola State College.

4 A student may request a change to Non-Credit up through the withdrawal deadline. Financial Aid and/or Veteran students MUST check with the Office of Financial Aid/Veterans Affairs to be certain that the NC does not negatively impact any financial assistance or veteran benefits.

Advisor Signature

Date

Student Signature

Date

Credit students are responsible for checking their Spyglass account to make sure that his adjustment has been processed.

Student Initials

For Office Use Only: Transaction Processed Staff Initials Date