

Schedule Adjustment Drop-Add, Audit, Pass-Fail, Non-Credit

 Student ID Number

 Student Name (Last, First, MI)

 Term and Year

Schedule Adjustment			
Drop ¹		Add	
Course Number	Section Number	Course Number	Section Number

¹ Classes may be dropped or added during the schedule adjustment period or when administrative authorization is granted for a late registration after the schedule adjustment period had ended.

Enrollment Status Adjustment					
Audit ²		Pass-Fail ³		Non-Credit ⁴	
Course Number	Section Number	Course Number	Section Number	Course Number	Section Number

² A student may request a class during the schedule adjustment period.

³ A student may request to take a class using the Pass-Fail option 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 until the withdrawal deadline. Students receiving financial aid or veteran benefits must check with the Office of Financial Aid, Veteran Services, and Scholarships to be certain that the Non-Credit does not negatively impact any financial assistance or veteran benefits.

 Student Signature

 Date

 Advisor Signature

 Date

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

Student Initials

For Office Use Only:

 Transaction Processed

 Staff Initials

 Date