

REQUEST FOR SCHEDULE ADJUSTMENT

UWF ID Number: _____ Name: _____

UWF Email: _____ Phone Number: _____

If you are receiving either VA benefits or financial aid (of any kind), a signature from the corresponding office is **REQUIRED**:

NOTE: All Adjustments (especially course/credit additions) must be done by the end of the drop/add period in order to be utilized in your overall credit count towards your financial aid. *Indicates a signature is required in order for the request to be considered complete.

- Check any/all that apply:
- I am NOT receiving any type of financial aid.
 - * I am receiving VA benefits and have discussed the actions listed with the [Military & Veteran Resource Center](#).*
 - *I am receiving financial aid and have discussed the effect of the actions listed with the [Office of Financial Aid & Scholarships](#).*

Financial Aid Signature: _____ Date: _____

VA Benefits Signature: _____ Date: _____

Reason for Request: Requests are considered only in cases of *extenuating circumstances beyond the student's control*. Attach appropriate documentation and additional pages as necessary. **I request permission to make a schedule adjustment for the following reason(s):**

Notes/Instructions to the student:

- **This form is used for late add requests only. Late drops must be requested via the [Appeal for Schedule Adjustment](#)**
- See [Requesting a Schedule Adjustment](#) for deadlines
- Instructors **MUST** approve ALL LATE ADD requests.
- It is highly recommended that student see their academic advisor prior to requesting adjustments to ensure that course selection aligns with degree planning.
- Students whose adjustment increases the total number of credit hours of enrollment or whose fees increase will be assessed any/all additional/ applicable fees, including, but not limited to the \$100 late payment fee.

REQUEST(S) for ADJUSTMENT

(*REQUIRED- To be obtained by student)

Adjustment (Add only)	CRN #	Subject Prefix & Course Number	Credit Hrs.	Date Course Starts/Started	Grade Mode	*Instructor Signature <i>Needed for course Add(s) Only</i>	Date

Student Signature: _____ Date: _____

REGISTRAR OFFICE USE

Term Code: _____ Completed By: _____ Date: _____

Processed: YES NO Notification completed: Controller/Student Accounts Financial Aid Student

Comments: