

FLORIDA SOUTHERN COLLEGE
SCHEDULE ADJUSTMENT FORM

Student Name: _____ Student ID # _____

Date: _____ Major: _____ FR _____ SO _____ JR _____ SR _____

Graduating SR Fall ___ Graduating SR Spring ___

DROP

Department Name and Number	Section #	Course Title	Time	Credit	Instructor

Drop Reminders:

- The final day to register, add a course, change a course to Pass/Fail, or Audit is **January 13, 2012**. In addition, there are **no tuition or fee refunds for courses dropped after January 13, 2012**.
- **March 23, 2012 is the FINAL DAY to drop a semester course with a “W” grade recorded!**
- If you have any HOLD/s i.e. (Business Office, Student Development, Health Center, etc.) we will not be able to drop any classes!
- After the first week of classes, **ALL** students must obtain signatures from *BOTH* the course faculty/professor and the student’s advisor in order to drop a course.
- If you have financial aid or scholarships, please check with the Financial Aid Office before you drop a course to ensure the continuation of your aid!
- If you are a resident student, you may not drop below full-time (12 credit hours) without the permission of the Dean of Student Development!
- **Please remember it is the *student’s* responsibility to verify that this form has been processed and the appropriate drop and “W” grade have been recorded one week after submission.**

*Faculty/Professor’s Signature _____

*Faculty/Professor’s Signature _____

*Faculty/Professor’s Signature _____

**Advisor’s Signature _____