



Schedule Change Form

\$15 fee for each form submitted

Student's Full Name _____ Date _____

Full Address _____ City _____ State _____ Zip _____

Phone # _____ City College ID # _____

Check Term: ___ Fall semester 20___ ___ Spring semester 20___ ___ Summer term 20___

Reason for request- _____

	Course #	Course Name	Professor's Name	Prof. Signature	Grade	
DROP					Pass	Fail
					Pass	Fail
					Pass	Fail
	Course #	Course Name			Credit Level	
ADD						

Adding a course

- Classes can only be added during the first two weeks of the semester.

Dropping a course

- Fees & Books are non-refundable
- The student is responsible for all academic requirement information in the college catalog. Students should consult their academic counselor prior to making schedule change.
 - Course will not be entered on the transcript if course is dropped within the first two weeks of class.
 - Tuition will be refunded according to the following schedule;
 - 100% - Before the first day of class
 - 75% - Through the 2nd week of classes
 - 50% - Through the 3rd week of classes
 - 25% - Through the 4th week of classes
 - Weeks 3-9- Course(s) will be entered on transcript as (WF-withdraw fail) or (WP- withdraw pass) per professor's direction.
 - A grade of "F" will be assigned for courses dropped after the 9th full week of class

Changing Credit Level

- Students are able to change credit level within the first four weeks of class, changes will not be reflected on transcripts.
 - The above refund schedule applies
 - To change credit level, you must drop the course & re-add it with the new credit level.

For Office Use Only- Registrar Office

Payment type : ___ Check # _____ Acct. Credit ___ Other: _____

Date Received: _____ Week #: _____ Refund %: _____

Transcript will show: ___ no record ___ WP ___ WF ___ F

Registrar's Signature _____ Date _____

Update: ___ Global ___ DB ___ Prof ___ Acct.

For Office Use Only- Business Office

Calculations

Refund Amount: \$ _____ Acct. ___ CR

Amt. Due: \$ _____ Amt. Pd: \$ _____

Signature: _____ Date: _____

Update: ___ Student Acct. ___ Semester Acct.