

AUGUSTA TECHNICAL COLLEGE SCHEDULE CHANGE

You may return the completed form to the Office of Student Records or email to student.records@augustatech.edu.

Completion of this form is required after the third instructional/business day of the term in the following situations:

- Adding a course
- Section changes (Keeping the same course subject and number, but changing the day and/or time you attend it)
- Dropping a co-requisite course (This applies to courses with BIOL and PHYS courses only)
 - Example: dropping BIOL 2113, but remaining enrolled in BIOL 2113L

No refund is granted for withdrawals after the third instructional/business day of the term.

All other schedule changes should be made through SmartWeb. Please visit our webpage for instructions.

NAME: _____ STUDENT ID: _____

DATE: _____ PHONE NUMBER: _____

TERM (circle one): SPRING SUMMER FALL

	<u>CRN #</u>	<u>SUBJECT</u>	<u>COURSE #</u>	<u>ADD</u>	<u>DROP</u>	<u>INSTRUCTOR SIGNATURE</u> <small>(required to add a course)</small>
Example	11051	ENGL	1101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Check the Financial Aid Program(s) you have applied for or from which you now receive benefits:

Pell Grant Hope VA WIOA Scholarship Other: _____

*****WARNING*** A drop in credit hours may affect financial aid payments and future eligibility, leaving a balance you may owe back to the College.**

STUDENT SIGNATURE: _____ **DATE:** _____
(Schedule change requests will not be processed without the student's signature.)

FINANCIAL AID OFFICE: _____ **DATE:** _____

(Required when receiving any kind of financial aid. If you are NOT paying out of pocket, you are receiving financial aid.)

DEAN/VPO SIGNATURE: _____ **DATE:** _____
(Required when adding a class after the first seven (7) calendar days of the term.)

REASON FOR WITHDRAWAL: Moving Medical Military Orders Family/Personal
 Financial Work Schedule Other: _____