Requesting a Schedule Adjustment

Overview

- Any changes to a student’s schedule must be completed by the Drop/Add period deadline as published in the Academic Calendar.
- It is highly recommended that the student see their Academic Advisor prior to requesting adjustments to ensure that course selection aligns with degree planning.
- See Understanding Parts of Term as the submission periods and deadlines below are based on the requested course’s part of term.
- Late drops do not issue automatic refunds of tuition and fees. The fee appeal process must be followed; contact Student Accounts.

After the Drop/Add Deadline

- If a student wishes to make an addition to their schedule or change their section for the same class after the drop/add deadline, they may submit the Request for Schedule Adjustment to the Office of the Registrar only during the second week of classes. Deadlines are below.
- If a student wishes to drop a course from their schedule after the drop/add deadline, they may submit the Appeal for Schedule Adjustment to the Office of the Registrar only during the second week of classes. Deadlines are below.
- Late drops do not issue automatic refunds of tuition and fees. The fee appeal process must be followed; contact Student Accounts.

The Office of the Registrar will review these requests and approve or disapprove depending on the individual circumstances. Depending on the type of request, additional information may be required.

Once the deadline has passed, all requests are then classified as an appeal and must go through the Appeal for Schedule Adjustment form.

Instructors and Department Chairs MUST approve ALL LATE ADD requests.

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.

Schedule Adjustment/Appeal Deadlines

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<th>Spring 2018</th>
<th>Schedule Adjustment Requests/Appeals may be submitted</th>
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<td>Part of Term</td>
<td>1/15/18 - 1/19/18</td>
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<td>3</td>
<td>3/5/18 - 3/9/18</td>
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<table>
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<tr>
<th>Summer 2018</th>
<th>Schedule Adjustment Requests/Appeals may be submitted</th>
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Part of Term | Schedule Adjustment Requests/Appeals may be submitted
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1,2 | 9/3/18 - 9/7/18
3 | 10/29/18 - 11/2/18

Instructions

Step 1 - Access the appropriate form

- **Request for Schedule Adjustment** (Late adds only)
- **Appeal for Schedule Adjustment**  ➡️ Late drops do not issue automatic refunds of tuition and fees. The fee appeal process must be followed; contact Student Accounts.

Step 2 - Complete the form

You **MUST** indicate whether or not you receive any type of financial aid. If you are receiving either **VA benefits** or **financial aid** (of any kind),

A signature from the corresponding office is **REQUIRED**. The Registrar’s Office will **NOT** review forms that leave this section blank or incomplete.

Step 3 - Submit the form

Email completed form to registrar@uwf.edu before the deadline above

Step 4 - Monitor your email for decision

Watch your UWF email account for a response from the Office of the Registrar with the decision regarding your request or appeal

FAQs

- **Can I use the Request for Schedule Adjustment to drop a class late?**
  No. All late drops must be submitted via the **Appeal for Schedule Adjustment form**.