Requesting a Schedule Adjustment

Overview

任何变化必须在Drop/Add期的最后期限之前完成，该期限在学术日历中公布。

强烈建议学生在提出调整请求之前，先咨询学术顾问，以确保课程选择与学位计划对齐。

查看Understanding Parts of Term部分，了解提交和截止日期是基于所需课程的部分。

late drops不自动退款，必须遵循流程；联系Student Accounts。

After the Drop/Add Deadline

如果学生希望在drop/add截止日期后增加他们的课程，他们可以在第二周提交Request for Schedule Adjustment形式给Office of the Registrar。

如果学生希望在drop/add截止日期后删除课程，他们可以在第二周提交Appeal for Schedule Adjustment形式给Office of the Registrar。

late drops不自动退款，必须遵循流程；联系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.

Schedule Adjustment/Appeal Deadlines

Spring 2018

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<tr>
<th>Part of Term</th>
<th>Schedule Adjustment Requests/Appeals may be submitted</th>
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<tbody>
<tr>
<td>1, 2</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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Summer 2018

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<th>Part of Term</th>
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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.
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.