

GORDON STATE COLLEGE SCHEDULE CHANGE FORM
PLEASE SUBMIT TO registrar@gordonstate.edu

Name _____ Date _____

Gordon State College ID Number _____ Semester/Year _____

INSTRUCTIONS:

1. Read the information listed below.
2. Fill out this form and obtain required signatures.
3. List last date of attendance for all dropped courses.
4. Turn this form in to the Registrar's Office - Lambdin Hall, Room 126 - to be processed.
5. During Drop/Add period only: Pay additional fees or confirm adjustment to your financial aid with Financial Aid Office.

CHECK ONE – FORM CANNOT BE PROCESSED IF NOT COMPLETED:

☐ I will attend the second half term class/es currently listed on my class schedule.

OR

☐ I am not enrolled in second half term classes this semester.

MONEY & SCHOLARSHIPS

*You must **pay additional fees** if you are increasing your total credit hours. Pay these fees in the Bursar's Office – Student Services Center - after you have added the class(es) to your schedule. Added classes will not become a permanent part of your schedule until these fees are paid.

***Refunds** will be issued for reduction of hours during the drop/add period only. If a refund is due, it will be issued via electronic transfer through eRefunds of the Touchnet Student Account Center approximately four to six weeks after the semester begins.

***FINANCIAL AID STUDENTS may have financial aid awards and loans reduced if they drop a course during the drop/add period.** Contact the Financial Aid Office for more details – Student Services Center.

***GORDON FOUNDATION SCHOLARSHIP STUDENTS are required to maintain a schedule of 12 semester hours.**

ADVISOR'S SIGNATURE

***Learning Support students** may drop both the collegiate course and the co-requisite support lab without a department head signature. Students who accumulate 30 semester hours or more of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all requirements have been successfully completed.

***Learning Support students** may drop the collegiate course and remain in the co-requisite lab with the approval of the department head. The grade will be an "IP" until the support lab and the collegiate course are passed together.

*Students may waive advisement by signing below to acknowledge the following statement: I am making this schedule change without assistance from an academic advisor. I accept full responsibility for any effect this schedule change may have on my progress toward completing a degree at Gordon State College. If further review of this form by Gordon State College indicates that additional schedules changes are necessary, I agree to make required changes.

*If you would like help from your academic advisor, see your advisor prior to turning this form in to the Registrar's Office.

RESIDENCE HALL STUDENTS

A schedule of 12 hours or more is required for all students who live on campus fall and/or spring semester. You must obtain approval from the Student Housing Office in Gordon Village, Room P103 to drop below 12 hours.

+

I HAVE READ AND UNDERSTOOD THIS INFORMATION.

Student's Signature

COURSES DROPPED:

CRN	Course Subject	Course Number	Section	Advisor/Dept Head Approval	Date of Last Attendance
					/ /
					/ /
					/ /
					/ /
					/ /

COURSES ADDED:

CRN	Course Subject	Course Number	Section	Advisor's Approval	Date of Last Attendance
					/ /
					/ /
					/ /
					/ /
					/ /

REGISTRAR'S OFFICE USE ONLY

Date Cleared _____

Posted By _____

STUDENT HOUSING OFFICE approval required if you are a residence hall student dropping below 12 credit hours. Office located in Gordon Village, Room P103.

Approved By _____ Date _____

