



# POINT PARK UNIVERSITY

## SCHEDULE CHANGES REQUEST FORM

**This form is used for the following purposes:**

- 1) to make changes to your original registration,
- 2) to withdraw from a course after the end of the schedule change period, and
- 3) to completely withdraw from all courses for the term.

**Instructions, Policies, and deadlines for each of these procedures are in the course book for the current term.** COMPLETE ALL SECTIONS THAT APPLY. *Press firmly with a ballpoint pen so that all four copies are legible.* This form **will not** be processed without the signature of both the student and advisor. International students must also have the approval of the Coordinator of International Student Development (ISD). COURSE WITHDRAWALS MAY JEOPARDIZE FUTURE FINANCIAL AID SEE THE FINANCIAL AID OFFICE.

Last Name	First Name	Middle
Address <i>(If you have a new address, fill out a change of address form.)</i>		
City	State	Zip
Home Phone	Work Phone	
Major	Student Number	

TERM
<input type="checkbox"/> Fall
<input type="checkbox"/> Spring
<input type="checkbox"/> Summer I
<input type="checkbox"/> Twelve Week
<input type="checkbox"/> Summer II
<input type="checkbox"/> Year: 20 _____

COURSES TO BE ADDED:				<i>The first schedule change is without charge. A service fee will be each successive schedule change.</i>				
Prefix	Number	Section	Credits	Times	Days	Room	Fees	

COURSES TO BE DROPPED:					
Prefix	Number	Section	Credits	Instructors Signature	“W”/“F”

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Advisor Signature Date