

SCHEDULE CHANGE FORM



Lakeland ID Number (LID)	Date	
Last Name	First Name	Initial

ADDS	CRN Number	Subject	Course Number	Credit Hours	Override	

IMPORTANT DISCLAIMER: Even though faculty may authorize a student to add a class by signing this form, the student will not be permitted to add the class unless he/she was originally registered for classes one week prior to the beginning of the academic term.

DROPS	CRN Number	Subject	Course Number	Credit Hours	Late Withdraw	

- If you are receiving financial aid, and you are dropping a course, check with the Financial Aid Office prior to dropping.
- If you drop after the 100% refund period and have a Tuition Payment Plan, you are still responsible for the balance.
- Withdrawing after the 1st week of class will result in a WD on your transcript.

Reason for schedule change _____

Student Signature (REQUIRED)	*Instructor Signature
*Dean Signature	

*Instructor and/or Dean signature is REQUIRED prior to processing an override, late withdrawal, or prerequisite override.