

SCHEDULE FORM

Instructions: Complete Student and Course Information to Register, Add, Drop, Withdraw, Change grading option or declare course credit at the Undergrad/Grad level. Deadlines apply. See [Academic Calendar](#).

Student: Last Name First Name Middle ID Number Term

Course Information: Include complete course number(s). Course <u>D</u> rop, <u>C</u> hange, or <u>W</u> ithdrawal DOES NOT require academic approval*. To <u>R</u> egister or <u>A</u> dd a course that has reached its maximum capacity or requires special permission, academic approval is required.						ACADEMIC OFFICIAL USE ONLY: Approval Reason and Signature required to over-enroll (Instructor or Chair). Special permission requires Advisor approval (examples provided below).	
R - Register A - Add D - Drop* C - Change* W - Withdraw*	Course Number	Title	Number of Credits	P/F AU	UG/GR Credit	Approval (Reason) Indicate over-enroll, waive pre-req, enroll in restricted course, etc.)	Academic Approval (Signature)
	- -						
	- -						
	- -						
	- -						
	- -						
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	- -						

****Total Number of Registered Credits** _____

I have read the University's tuition and fee and academic policies as published in both the Directory of Classes and the Undergraduate and Graduate Bulletins. I acknowledge such policies and my related obligations to the University as a result of this registration.

*****Student's Signature** _____ *****Student signature required. Email completed form to onestop@adelphi.edu or bring it to One-Stop.**

ACADEMIC OFFICIAL USE ONLY:	Signature(s) Required for Overload:	
** 17 ½ - 18 credits – Advisor Approval Required	Advisor:	
** 18 ½ + credits – Advisor and Dean Approval Required	Advisor:	Dean/Associate Dean:
** 12 + in Summer (or over 6 in any Summer session)	Advisor:	Academic Services: