



SCHEDULE ADJUSTMENT FORM

Records & Enrollment Services
Main Building, Room M2480
5900 S. Santa Fe Drive
Littleton, CO 80160
records@arapahoe.edu
Fax: 303.797.5970

Schedule Adjustment Form Requirements:

- Student may not add or drop a course if the course census date has passed.
- Student must submit a completed Schedule Adjustment Form to Records & Enrollment Services by 5 pm on the course census date.
- Students utilizing Financial Aid or Veteran's Benefits, or enrolled as a High School or International Student must contact the appropriate office prior to making schedule changes.
- Students wishing to not utilize COF for added courses must notify ACC staff prior to registration.
- Student must have accepted the Account Agreement online (via myACC) or with the Cashier's Office prior to processing the Schedule Adjustment Form

Student Information:

Student Name:

Student ID:

Student Email:

Term Information:

Select a Term: Fall Spring Summer

Course Information:

Subject/Course: Section Number: Course CRN:

Course Census Date:

Faculty/Instructor Name:

Select Override Granted:

- Registration; web registration ended (after first week; prior to census)
- Class Capacity (not applicable with waitlist)
- Time Conflict
- Duplicate Course (i.e. MUS)

Faculty/Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Processed By: _____

Staff Action: SFASRPO Override Registered Student No Action SPACMNT Note