

# ALVERNIA UNIVERSITY

## FAX SCHEDULE CHANGE FORM

Date: \_\_\_\_\_

From: \_\_\_\_\_

Fax: (610) 796-8480

Message: \_\_\_\_\_

Graduate and Continuing Studies Division

540 Upland Avenue

Reading, PA 19611-1970

Phone: 1-888-ALVERNIA/1-610-796-8228

## SCHEDULE CHANGE

Semester \_\_\_\_\_ Year \_\_\_\_\_ Date of Request \_\_\_\_\_

Student Name \_\_\_\_\_ SS # \_\_\_\_\_ ID# \_\_\_\_\_

*Total credits registered for this semester: Formerly \_\_\_\_\_ Now \_\_\_\_\_ Major \_\_\_\_\_*

CHECK ONE			COURSE TITLE	DEPT.	COURSE NUMBER	SEC.	CREDIT HOURS	TIME & DAYS	APPROVAL	
ADD	DROP	W/D							ADVISOR	INSTRUCTOR

\_\_\_\_\_  
REGISTRAR'S SIGNATURE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\* I acknowledge and accept the tuition and fees, as published in the applicable catalogue that will be incurred by this registration request.

\* If you are receiving Financial Aid, it is your responsibility to inform the Financial Aid Coordinator of this action (add/drop/withdrawal).

### Important Information

**Add/Drop – Weeknight classes:** Students must add or drop weeknight courses before 5:00 P.M. on Monday of the second week of classes.

**Saturday classes:** Students must drop any Saturday class before the second class meeting of the applicable course.

**Withdrawal – Weeknight classes:** Withdrawal dates vary by academic term. Please consult the Academic Calendar via the University's website for the specific dates that apply to your courses.

**Saturday classes:** Withdrawal for all Saturday classes is required before the third class meeting.

**\*\* Students withdrawing from a course are still responsible for all tuition charges\*\***

**Contact the Graduate and Continuing Studies Division with questions: (610) 796-8228**