

ALVERNIA UNIVERSITY

FAX SCHEDULE CHANGE FORM

Date: _____

From: _____

Fax: (215) 635-4590

Message: _____

Graduate and Continuing Studies Division
 Alvernia University Philadelphia Center
 1355 West Cheltenham Avenue
 Melrose Park, PA 19027
 Phone: (215) 635-4734

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 Alvernia University Philadelphia Center with questions: (215) 635-4734