



# FURMAN

PRINT NAME				
FURMAN STUDENT ID				
TERM AND YEAR				

## COURSE ADJUSTMENT (CAP) REQUEST

DROP	ADD	COURSE NUMBER	COURSE TITLE	MEETING TIMES	INSTRUCTOR OR CHAIR PERMISSION	
					SIGNATURE	DATE
<input type="checkbox"/>	<input type="checkbox"/>	- -				
<input type="checkbox"/>	<input type="checkbox"/>	- -				
<input type="checkbox"/>	<input type="checkbox"/>	- -				
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<input type="checkbox"/>	<input type="checkbox"/>	- -				
<input type="checkbox"/>	<input type="checkbox"/>	- -				
<input type="checkbox"/>	<input type="checkbox"/>	- -				

**ALL COURSE CHANGES MUST BE APPROVED BY YOUR ACADEMIC ADVISOR AND PROCESSED THROUGH ACADEMIC RECORDS!**

- During both the Initial Course Election (ICE) and Course Adjustment (CAP) periods, students are encouraged to utilize web-based tools available through Advising & Registration Made Simple (ARMS) to affect all course changes. Permission of the instructor and/or the department chair of the course offering is needed to add a course section which no longer has seats available.
- Consult the important dates page of the academic records web site at [www.furman.edu/registrar](http://www.furman.edu/registrar) for registration deadlines each term.
- Once the Course Adjustment period has ended: Course sections may no longer be added. You are permitted to withdraw from courses through the posted withdrawal deadline each term; a "W" mark will be placed on your permanent academic record indicating your withdrawal.

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

<p>For the most up-to-date and accurate information, visit the Academic Records web site at:</p> <p><b>www.furman.edu/registrar</b></p>
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