



# 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 required for adds only	DATE
<input type="checkbox"/>	<input type="checkbox"/>	- -				
Reason for override (choose all that apply): <input type="radio"/> exceeds stated enrollment capacity <input type="radio"/> instructor permission required <input type="radio"/> meeting time conflict <input type="radio"/> pre-requisites not met <input type="radio"/> other (explain):						
<input type="checkbox"/>	<input type="checkbox"/>	- -				
Reason for override (choose all that apply): <input type="radio"/> exceeds stated enrollment capacity <input type="radio"/> instructor permission required <input type="radio"/> meeting time conflict <input type="radio"/> pre-requisites not met <input type="radio"/> other (explain):						
<input type="checkbox"/>	<input type="checkbox"/>	- -				
Reason for override (choose all that apply): <input type="radio"/> exceeds stated enrollment capacity <input type="radio"/> instructor permission required <input type="radio"/> meeting time conflict <input type="radio"/> pre-requisites not met <input type="radio"/> other (explain):						
<input type="checkbox"/>	<input type="checkbox"/>	- -				
Reason for override (choose all that apply): <input type="radio"/> exceeds stated enrollment capacity <input type="radio"/> instructor permission required <input type="radio"/> meeting time conflict <input type="radio"/> pre-requisites not met <input type="radio"/> other (explain):						

### 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, to override prerequisites, or to override a time conflict.
- 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

For the most up-to-date and accurate information, visit the Academic Records web site at:

[www.furman.edu/registrar](http://www.furman.edu/registrar)