BLANK REUSABLE WORKSHEET | CHAPTER 8 • PAGES 89–90

Enrollment Change Decision Worksheet & Action Confirmation Log

Part 1: Enrollment Change Decision Worksheet (Page 89)

Complete this before adding, dropping, or withdrawing from a course. Record answers from the offices responsible rather than guessing.

Course / section / change I am considering / reason

Current enrolled credits / Credits after proposed change / Applicable deadline

Check with	Answer / effect / remaining question
Instructor: academic options	
Advisor: program and sequence	
Registrar: process and record	
Student accounts: refund / balance	
Financial aid: aid / SAP / loans	
Other funding or eligibility office	

My options and the one I choose after reviewing the answers

Part 2: Confirm the Action and Keep a Record (Page 90)

Date / office / person	Question or action / answer	Reference / follow-up

☐ I saved the submission or processing confirmation.

☐ I checked the correct course and section in the official record.

☐ I checked the account and aid results, or recorded when to check again.