

Schedule Change Form

BENEDICTINE STUDENTS –

Are encouraged to use MyBenU to make schedule changes, fax or mail to:

BENEDICTINE CENTRAL
5700 COLLEGE ROAD
LISLE, IL 60532-0900
FAX: (630) 829-6456

VISITING STUDENTS –

Submit completed form via fax or mail to:

JON MILLER,
STUDENT SUCCESS CENTER
5700 COLLEGE ROAD
LISLE, IL 60532-0900
PHONE: (630) 829-6515 FAX: (630) 829-6188

STUDENT ID			Area Code	DAY Phone
First Name	MI	Last Name	Area Code	EVENING Phone

COURSES ADDED	CLASS NBR	SUBJ	CAT NO	SECT	HRS	COURSE TITLE	APPROVAL	A D D	

Students who withdraw after Sunday, June 14 for Summer Session I or Sunday, July 19 for Summer Session II will receive a “W” on both the grade report and the transcript. Students may withdraw from a course before completion of 80 percent of the course. Students who do not withdraw properly will receive the letter grade of “F.” Simply notifying the instructor or failing to attend does not constitute an authorized withdrawal and will result in a grade of “F.”

Tuition credit for withdrawal will be made only after the proper withdrawal notification has been submitted either through MyBenU or Benedictine Central. Tuition will be refunded according to the date of official notification.

COURSES DROPPED	CLASS NBR	SUBJ	CAT NO	SECT	HRS	COURSE TITLE	APPROVAL	D R O P	

I ACKNOWLEDGE THAT I AM FINANCIALLY RESPONSIBLE FOR THESE CHARGES AS OUTLINED IN THE CURRENT CATALOG.

DATE: _____ SIGNED: _____