



# VA Schedule Adjustment Form

*The Office of Registration and Records*

If an official change is made to your class schedule after submitting your VA Course Listing Form, you must report the change(s) to the Office of Registration and Records by completing and submitting this form. Completing this form will allow our office to report your enrollment changes to the Department of Veterans Affairs in a timely manner. Timely reporting will avoid overpayments of your educational benefits. We do not report added courses until we receive this form.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_ VA File Number (optional): \_\_\_\_\_

Year: (Circle One)                      2020                      2021                      2022                      Other: \_\_\_\_\_

Semester: (Circle One)                      Fall                      Spring                      Summer

List all changes to your course schedule below:

|    | Course Code | Title | Semester Hours | Change:<br>Add/Drop/Audit |
|----|-------------|-------|----------------|---------------------------|
| 1. |             |       |                |                           |
| 2. |             |       |                |                           |
| 3. |             |       |                |                           |
| 4. |             |       |                |                           |
| 5. |             |       |                |                           |
| 6. |             |       |                |                           |

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*FOR OFFICE USE ONLY:*

Date Received: \_\_\_\_\_ Entered in VA-Once: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Capitol Technology University**  
 11301 Springfield Road, Laurel, MD 20708  
 Tel: 301-369-2313 / Fax: 301-369-2310  
 Email: registrar@CapTechU.edu