

STATE UNIVERSITY OF NEW YORK

**OFFICE OF THE REGISTRAR**

**YEAR:** \_\_\_\_\_ **Circle Semester:** Fall Winter Spring Summer I II III

**ID#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_  
LAST FIRST MI

**DATE of BIRTH** (for record matching purposes): \_\_\_\_\_

**You must process this form at the Records Office.**  
**This is an important document- Keep a copy for your records.**

If your English Placement is ESL, ENG 080, ENG 090, you must obtain a signature from your advisor before making any changes to your current schedule.

If you are currently on academic probation, you must see Academic Intervention.

**USE BALL POINT PEN – PRESS FIRMLY**

**DROPPING A COURSE . . .**

- \* A reduction in your semester's credits may result in a loss of financial aid this semester and possibly in subsequent semesters. If you are receiving Financial Aid you are advised to see a Financial Aid Counselor before dropping any courses.
- \* You are still financially responsible for courses dropped after the refund dates listed in the Schedule of Classes, whether or not you have attended the class.
- \* All students must complete their English Placement during their first full-time semester. If you are attempting to drop Pre-English 101 or English 101, you will need a signed English Waiver form from the Student Development Center, Technology Center, Suite 8220.
- \* Dependent students covered by their parents' health insurance should check to make sure they do not lose their coverage by dropping to part-time status during the refund period.

**DROP:**

COURSE NUMBER	SECTION NO.	CREDIT

**ADDING A COURSE . . .**

- \* If you are currently a part-time student and adding a class will make you full-time, you will need a signed Advisement Form from a faculty member or the Student Development Center before you can add classes.
- \* When adding classes to your schedule please make sure you have met all the pre-requisites.
- \* Check with Financial Aid when adding classes to see if you qualify for additional financial assistance.
- \* If you are adding a class that increases your courseload to over 18 credits you will be required to obtain a signature from the Student Development Center, Technology Center, Suite 8220.
- \* You are responsible to pay on a per credit basis for any classes that exceed 18 credits.
- \* Refer to the Summer Schedule of Classes to determine maximum courseload allowed in individual or combined summer sessions.

**ADD:**

COURSE NUMBER	SECTION NO.	CREDIT

I have determined that the changes I am making are appropriate to my degree and/or interests and I accept financial responsibility for these changes.

Student's Signature

Date

Faculty Signature (if needed)