Registration Adjustment Form

This form will be accepted for the following action codes only:

A. Add a course that cannot be added using SSOL
   - Requires INSTRUCTOR SIGNATURE
B. Add a course or courses that conflict
   - Requires BOTH INSTRUCTOR SIGNATURES as well as an authorized signature from your school
C. Grading Option Change*
D. Drop a course that cannot be dropped using SSOL or after the drop deadline
   - Requires an authorized signature from your school

*Grading Option (Optional): Enter “L” for letter grade. Enter “P” for Pass/D/Fail. If you do not enter a grading option, the grade option on record for the course is automatically selected. Please contact your school for more information on school specific grading policies.

Students in F-1 or J-1 status must contact ISSO if their enrollment drops below full-time status.

Columbia College, Engineering, General Studies, and Graduate School of Arts and Sciences students should return this form to their respective student affairs or advising office for review and decision. Forms brought directly to the Student Service Center by students in these schools will not be processed.

STUDENT UNI: __________________________

In University housing? Y N

☐ Fall ☐ Spring ☐ Summer Year: 20________ Degree / Program: __________________________ School: __________________________

Print Last Name: ___________________________________________ Print First Name: ___________________________________________

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Call Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Pnts.</th>
<th>Grading Option</th>
<th>Instructor, Dean, or Advisor Signature(s)</th>
<th>UNI(S) of approvers</th>
</tr>
</thead>
</table>

Total Points: For add/drop or point changes, enter total points BEFORE: __________ AFTER: __________

Additional Notes: __________________________

Additional Advisor/Dean Signature (if required) __________________________ UNI ______ Date __________

By signing below, I acknowledge that I assume academic and financial responsibility for these adjustments to my registration.

Student Signature __________________________________________ Date __________