

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. Drop a course that cannot be dropped using SSOL (before the drop deadline)
- Requires **INSTRUCTOR SIGNATURE**
- C. Add a course or courses that conflict
- Requires **BOTH INSTRUCTOR SIGNATURES** as well as **an authorized signature from your school**

- CODES D - G require an authorized signature from your school**
- D. Add a course for R credit, or change to R credit (CC and GS only)
 - E. Drop a course after the drop deadline
 - F. Enroll in a course over maximum point limit
 - G. Variable points adjustment after the Change of Program period
 - H. Cross Registration
- Requires **BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES**

(BARNARD students should use the Barnard form.)

Grading Option (Optional): Enter "L" for letter grade. Enter "P" for Pass/Fail or P/D/F. 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, undergraduate 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 to the Student Service Center from students in these schools will be routed to the school for consideration.

Please check your schedule using SSOL to confirm enrollment.

STUDENT UNI:

In University housing? **Y** **N**

Fall **Spring** **Summer** **Year: 20** _____ **Degree / Program:** _____ **School:** _____

Print Last Name: _____ **Print First Name:** _____

| Action Code | Call Number | Course Subject | Course Number | Section | Course Title | Pnts. | Grading Option | Instructor, Dean, or Advisor Signature(s) | UNI(S) of approvers |
|-------------|-------------|----------------|---------------|---------|--------------|-------|----------------|---|---------------------|
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| Additional Notes: | Total Points: | For add/drop or point changes, enter total points | |
| | | BEFORE: | AFTER: |

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** _____