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

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.

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
---|---|---|---|---|---|---|---|---|---

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 ___________________________