

Registration Adjustment Form

Updated fall 2015

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

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.

- E. Enroll in a course over maximum point limit
 - Requires an authorized signature from your school
- F. Variable points adjustment after the Change of Program period
 - Requires an authorized signature from your school
- G. 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/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.

be processed.				Check your schedule in SSOL to confirm registration adjustments.							
STUDENT UNI:svw2112					In University housing? Y						
□ Fall	☐ Spring	⊠ Sum	nmer Y	ear: 2	Degree / Program: Undeclared/Computer Science School: General Studies						
Print Last Name: Wright Print First Name: Stephen											
Action Code	Call Number	Course Subject	Course Number	Sec- tion	Course Title	Pnts.	Grading Option	Instructor, Dean, or Adv	isor	UNI(S	-
Α	11381	COMS	W3261	001	Computer Science Theory	3	L	Timothy Randolph: Tim Randolph			
								7			
									_		
Additional Notes:					Total Points:	3	For add/drop total points	or point changes, enter BEFORE:	0 /	AFTER:	3
Additional Advisor/Dean Signature (if required)								Date			

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

Date