



Change of Registration Form

Course, Section, or Credit

Last Name		First	
Student Id Number		D-Box Number	

INSTRUCTIONS:

- Print and complete this form
- Obtain required signatures
- Students must submit this form to the Registrar's Office in person.
- Registration changes become official when this form is processed by the Registrar's Office.

Student's Statement: I have consulted with my advisor in making my final choice of courses. I have checked to assure that I have met the prerequisites of the courses in this program and assume responsibility for the selections indicated here including their impact on my progress toward graduation. I understand that the credit from repeated courses, in most cases, will not count towards my full-time load. It is my responsibility to ensure that all paperwork is submitted to the Registrar's Office. I understand that I will be charged an additional per credit tuition fee for every credit over 18.0. All overloads must be approved by the associate vice president for academic affairs as an exception to policy. All student athletes must maintain a course load of 12 or more credits to be eligible for intercollegiate sports. As a result of this change, I am now taking _____ credit hours.

Student Signature **REQUIRED:** _____ Date: _____

Advisor's Statement: This student has consulted with me concerning this program. The final choices are the student's responsibility:

Advisor's Signature **REQUIRED:** _____ Date: _____

SEMESTER: Fall Spring Summer 20____

DROP

DEPT	COURSE #	SECTION	LAB #	CREDITS	Instructor's Signature(s) -Required after the second week of classes-	
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:

ADD

DEPT	COURSE #	SECTION	LAB #	CREDITS	Instructor's Signature(s) -Required after the semester begins-	
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:
					Instructor's Signature:	Date:

Registrar's Office:

TO REMAIN ELIGIBLE FOR NEW YORK STATE FINANCIAL AID:

- First-year students must pass or fail 50% of full-time course load
- Second-year students must pass or fail 75% of full-time course load
- Third-year students must pass or fail 100% of full-time course load.
- Fourth-year students must pass or fail 100% of full-time course load.