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.

*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.

Check your schedule in SSOL to confirm registration adjustments.

STUDENT UNI: _________________________  In University housing?  Y     N

☐ Fall  ☐ Spring  ☐ Summer  Year: 20_______  Degree / Program:  School:

Print Last Name: ________________________________  Print First Name: ________________________________

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<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>
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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