

# Alternate Registration / Schedule Change Form

(Replaces the "Change of Schedule / Quarter / Workshop Registration" and "Alternate Registration" forms)



Students will use this form to make schedule changes when the web is not available, or when an exceptional approval/action is required. All students must be active in the student information system prior to this transaction. This form shall not be accepted for course withdrawals.

New Students: Visiting students (non-matriculated students) will be required to have an active student record, which may be obtained by completing the Visiting Student Information Form online. Newly admitted matriculated students will register at orientation or via the add/drop period.

**Name:** \_\_\_\_\_ **Cortland ID:** C00 \_\_\_\_\_ **Phone:** \_\_\_\_\_  
SSNs not accepted. Contact the office if you do not have a CID.

**Email:** \_\_\_\_\_

**Student Type:**     Cortland Degree-Seeking Student (Matriculated)     Visiting Student/Alumni/Graduated     Study Abroad/Exchange Student

**Major/Program (Cortland Degree-Seeking Students):** \_\_\_\_\_ **Current Enrollment:**     Full Time     Part Time

**Registration Type:**     Regular Change to Existing Schedule (Add/Drop)     Initial (Alternate) Registration     Late/Exceptional Change (Assoc. Dean Approval)

**Exceptional Requests:** Explanation For Change (Late/Exceptional Changes Only): \_\_\_\_\_

## Changes to Schedule

Please identify all course(s) to be added, removed or changed. If changing sections of the same course, please add the new section and drop the former section.

Action	CRN	Subject	Course Number	Section	Title	Credits	Level
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Credit Change							
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Credit Change							
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Credit Change							
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Credit Change							
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Credit Change							
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Credit Change							

## Approval and Payment

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Only required for late or exceptional changes.

If you are registering initially, or you are registering as an alternate registration transaction, you must include payment information on this form at the time of registration, regardless of aid status. If aid is in place, your payment method will not be charged or used. Your payment method will be used to address the balance owed if aid is not in place, or if it is not sufficient to cover registration and fee costs.

Payment Type:     Check     Money Order     Visa     MasterCard     American Express     Discover

Card Owner Printed Name: \_\_\_\_\_

Card Owner Signature: \_\_\_\_\_ Amount (USD): \$ \_\_\_\_\_  
Tuition totals are available on the Student Accounts site.

----- **Office Staff:** Remove and Destroy After Processing Payment. Do Not Write or Provide Notes Below This Line -----

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_