



SUNY Cortland Registrar's Office  
 223 Miller Building  
 PO Box 2000  
 Cortland, NY 13045-0900  
 607-753-4702 | 607-753-2959 (Fax)

# ALL STUDENTS Schedule Change or Alternate Registration

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 during the add/drop period.

To comply with information security policies emailed forms will not be accepted. You may mail the form, or fax the form to our secure fax line (607-753-2959).

Student Name: \_\_\_\_\_ SSN or Cortland ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Registration Type:     Regular Change to Existing Schedule (Add/Drop)     Initial (Alternate) Registration     Late/Exceptional Change (Approval Required)

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

### Registration/Schedule Changes

Please identify all course(s) to be added, removed or changed. If you are changing sections, levels or credit hours within the same course; you will add the new section and drop the old section on the grid below. Credit changes are accepted only if a course is a variable credit course.

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

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

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean signature is only required for late or exceptional changes.

If a balance will be due, you are required to include payment information on this form at the time of registration for tuition or fees 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, to assess late fees, or if it is not sufficient to cover registration and fee costs. A \$50 Late Registration Fee is charged to all students initiating late registration transactions. All payment forms, including checks and web checks (ACH checks), that are returned will incur a \$20 return fee.

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

Payment Type:     Check     Money Order     Visa     MasterCard     American Express     Discover    Amount (USD): \$ \_\_\_\_\_

Card Name: \_\_\_\_\_ Card Signature: \_\_\_\_\_

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