



Student Registration and Record Services  
 223 Miller Building  
 PO Box 2000  
 Cortland, NY 13045-0900  
 607-753-4702 | srrs@cortland.edu

# ALL STUDENTS Schedule Change Form

Includes 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. 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.

Student Name: \_\_\_\_\_ Cortland ID Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_ Mobile Phone (Optional): \_\_\_\_\_

Student Type:  Cortland Degree-Seeking Student (Matriculated)  Visiting Student (Non-Matriculated)  Study Abroad / International

Enrollment:  Full Time  Part Time Major/Program (Matriculated Students Only): \_\_\_\_\_

Registration:  Regular Change (Add/Drop Period)  Initial/Alternate Registration  Late/Exceptional Registration/Change

Reason / Explanation for Change: \_\_\_\_\_

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

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

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

Associate dean signatures are only required for late or exceptional changes, including changes after the add/drop period.

### Part-Time, Non-Matriculated or Visiting Students

If a balance will be due, you are required to include payment information at the time of registration. Please access your student account online via myRedDragon (www.myreddragon.com) to make payment. If you have any questions, please contact the Student Accounts Office at 607-753-2313 or bursar@cortland.edu.

**Payment information should not be provided on this form.**



If tuition or fees are due, you must make payment within 72 hours, or registered courses will be removed and/or a hold will be placed on your student record.