

**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
- E. Enroll in a course over maximum point limit  
- Requires an authorized signature from your school
- F. Variable points adjustment after the Change of Program period  
- Requires an authorized signature from your school
- G. Cross Registration  
- Requires **BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES** (BARNARD students should use the Barnard form.)

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

Action Code	Call Number	Course Subject	Course Number	Section	Course Title	Pnts.	Grading Option	Instructor, Dean, or Advisor Signature(s)	UNI(S) of approvers

<b>Additional Notes:</b>	<b>Total Points:</b>	<b>For add/drop or point changes, enter total points</b>	
		<b>BEFORE:</b>	<b>AFTER:</b>

**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** \_\_\_\_\_