

****COMPLETED FORMS MUST BE EMAILED****

Note: Include "RAF" in the subject line to expedite processing

Morningside Campus: ssc@columbia.edu | Medical Campus: cumc-rfs@columbia.edu

Please allow 24-48 hours for the changes to appear in Vergil, SSOL, and Courseworks/Canvas.

Student UNI: _____ Last Name: _____ First Name: _____

Term (e.g., Fall 2023): _____ Degree / Program: _____

Student Signature: _____ Date: _____ by signing, I acknowledge that I assume academic and financial responsibility for these adjustments to my registration.

Action Code*	Call Number	Subject Code	Course No.	Sept.	Title	Pnts.	Grading Option	Instructor, Dean, or Advisor Signature	UNI(S) of Approver
A	12345	ENGL	4444	001	This is an example	3	L	Handwritten signature or email approval	xx123
Total Points:									
For Add/drop or Point Changes:						Before		After	

Additional Advisor / Dean Signature (if required): _____ Uni: _____ Date: _____

***Action Codes**

- A.** Add a course (Requires INSTRUCTOR SIGNATURE)
- B.** Add a course or courses that overlap (Requires BOTH INSTRUCTORS SIGNATURES as well an Authorized Official form your school (Adviser/Dept) Admin)
- C.** Grading Option Change*
L = Letter Grade; P = Pass /D/ Fail; W = W Grade after Post Add /Drop (requires school approval)
- D.** Drop a course after the drop deadline (Requires signature from your school)
*Students in F-1 or J-1 status must contact ISSO if their enrollment drops below full-time status.
- E.** Enroll in a course over maximum point limit (Requires signature from your School)
- F.** Variable points adjustment (Requires an authorized signature from your school)
Please contact your school for more information on school specific grading policies.

G. Cross Registration

(Requires STUDENT SCHOOL AND HOST SCHOOL APPROVAL)

- BARNARD students should use the Barnard form
- BUSINESS SCHOOL courses must be registered at the Business School or will not be valid. Business School and non CBS students should submit the form to OARR@gsb.columbia.edu
- CUIMC students must consult both their home school and CUIMC school program for specific cross- registration instructions related to the course of interest
- LAW SCHOOL completed by the Law School Registrar contact registrar@law.columbia.edu
- COMS courses require department approval for processing, instructor permission is not sufficient
- Eligible SIPA courses open for cross-registration via Vergil on the second week of classes. The RAF form is required for undergraduates registering courses above the 4000 level or schools which do not use Vergil processed by SIPA

You will not be permitted to drop your last course on Vergil. You must consult with your school/adviser for guidance.

Forms brought directly to the Student Service Center by students after the Change of Program from **General Studies**, and **Graduate School of Arts & Sciences** will not be processed. Students should return this form to their respective Student Affairs or advising office for review and decision. For **Columbia College** and **Engineering**, students should contact their assigned advising dean in the Berick Center for Student Advising. **The RAF should only be used for transactions that cannot be facilitated in Vergil.**