



SUNY Cortland Registrar's Office  
 Miller Building Room 203  
 PO Box 2000  
 Cortland, NY 13045-0900  
 607-753-4702 | registrar@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 (<https://myreddragon.cortland.edu/>) 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.