



# Schedule Adjustment Form

FAX, MAIL OR EMAIL TO: registrar@cayuga-cc.edu  
AUBURN CAMPUS 197 Franklin Street Auburn, NY 13021 Tel: (315) 294-8516 Fax: (315) 255-9983

**Re-registration, Late Permission for Add, Withdrawal, Exceeding Maximum Credits**  
*You must submit this form to the Registrar's Office within 2 business days of obtaining Division Chair's signature*

Today's date -- C# C\_\_\_\_\_

Year \_\_\_\_\_  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  Intersession \_\_\_\_\_

**Please Print Name**  
Last  First  M

**Course Add/Re-registration/Late Permission**

CRN #	Dept.	Course #	Section #	Instructor signature/date*	Division chair signature/date (required)
71236	CAY	101	001		
1.					
2.					
3.					
4.					
5.					
6.					

*Note: Late Add courses require both instructor and division chair signatures.  
\*Instructor signature NOT required for students who are dropped from class for non-payment.*

**Course Withdrawal**

CRN #	Dept.	Course #	Section #	Student signature/date
1.				
2.				
3.				
4.				
5.				

<b>Permission to Exceed Maximum Credits</b>	Total number of credits desired_____
Signature of Division Chair _____	Date _____

**Permission to Add Classes After the Drop/Add Period**

Registration for courses after the add period require student, advisor or success advocate, instructor, and division chair signatures.

**STEP 1: Bring form to advisor or student success advocate. Complete the box below and the front of the form.**

**STEP 2: Obtain signature(s) of the instructor(s) for the course(s) to be added**

**STEP 3: Obtain signature(s) of the division chair(s) for the course(s) to be added**

**STEP 4: Bring completed form to the Registrar’s Office**

**Late Add Reason — To be Completed by Student and Advisor or Student Success Advocate**

-----  
-----

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

Advisor/Student Success Advocate Signature\_\_\_\_\_ Date\_\_\_\_\_

**Permission to Exceed Maximum Allowable Credits**

*Spring and fall:* Permission to exceed 19 credit hours is required from the division chair.

*January intersession:* Permission to exceed 6 credit hours is required from the division chair.

*Summer:* Permission to exceed 15 credit hours is required from the division chair.

**Request to Withdraw from Classes**

A withdrawal after the refund period has ended will result in a W grade for each course in which you were enrolled. A withdrawal does not require an instructor or division chair signature.

*Please check with the Business Office concerning any outstanding charges. Withdrawing from a course does not remove your fiscal liability for that course and may result in the loss of financial aid.*

**Division Chairs**

*Mary Driscoll: 315-294-8684 • DriscollM@cayuga-cc.edu*

*Steven Keeler: 315-294-8582 • keeler@cayuga-cc.edu*

*Jennifer Nichols: 315-593-9352 • Jennifer.Nichols@cayuga-cc.edu*

*Eric Zizza: 315-294-8521 • zizza@cayuga-cc.edu*

**Assistant Division Chairs**

*Richard J. Bower: 315 294-8464 • bowerR@cayuga-cc.edu*

*Elizabeth W. McCormick: 315-593-9333 • mccormick@cayuga-cc.edu*

*Paul Richardson: 315-294-8664 • RichardsonP@cayuga-cc.edu*