



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.				

Permission to Exceed Maximum Credits

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

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

Kelley E. Rowley: 315-593-9331 • Rowley@cayuga-cc.edu

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

Assistant Division Chairs

Michael Cortese: 315-294-8606 • Cortese@cayuga-cc.edu

Barry Fitzgerald: 315-294-8605 • Fitzgerald@cayuga-cc.edu

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