



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 (www.myreddragon.com) 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.