

De-Registered for Non-Payment

STEP 1: Were you de-registered AFTER the semester started?

IF YES, contact the Business Office to request a 'De-Registration Hold Removal', and explain how you plan to pay your college bill. Contact the Student Engagement or Registrar's Office to re-register.

IF NO, log in to Self-Service Banner to re-register for classes or contact the Student Engagement or Registrar's Office to re-register

STEP 2: Pay your College bill.

Permission to Add Classes After the Drop/Add Period

Registration for courses after the add period require both the instructor and division chair signatures.

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.

Auburn Division Chairs

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