



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

FULTON CAMPUS 11 River Glen Drive Fulton, NY 13069 Tel: (315) 593-9395 Fax: (315) 593-7014

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#

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

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

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

Steven Keeler: 315-294-8582 • keeler@cayuga-cc.edu • Office T-103

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

Fulton Division Chair

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