

****COMPLETED FORMS MUST BE EMAILED****

Note: Include "RAF" in the subject line to expedite processing

Morningside Campus: ssc@columbia.edu | Medical Campus: cumc@columbia.edu

Please allow 24-48 hours for the changes to appear in Vergil, SSOL, and Courseworks.

Student UNI: _____ Last Name: _____ First Name: _____

Term (e.g., Fall 2023): _____ Degree / Program: _____

Student Signature: _____ Date: _____

by signing, I acknowledge that I assume academic and financial responsibility for these adjustments to my registration.

| Action Code* | Call Number | Subject Code | Call No. | Sect. | Title | Pnts. | Grading Option | Instructor, Dean, or Advisor Signature | UNI(S) of Approver |
|--------------------------------|--------------|--------------|--------------|------------|---------------------------|----------|----------------|--|--------------------|
| A | 12345 | ENGI | 11111 | 001 | This is an example | 3 | L | Handwritten signature or email approval | xx123 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total Points: | | | | | | | | | |
| For Add/drop or Point Changes: | | | | | | Before | | | After |

Additional Advisor / Dean Signature (if required): _____ Uni: _____ Date: _____

***Action Codes**

- A.** Add a course (Requires INSTRUCTOR SIGNATURE)
- B.** Add a course or courses that overlap (Requires BOTH INSTRUCTORS SIGNATURES as well an Authorized Official form your school (Adviser/Dept) Admin)
- C.** Grading Option Change*
L = Letter Grade; P = Pass / Fail; W = W Grade after Post Add / Drop
- D.** Drop a course after the drop deadline (Requires signature from your school)
***Students in F-1 or J-1 status** must contact ISSO if their enrollment drops below full-time status.
- E.** Enroll in a course over maximum point limit (Requires signature from your School)
- F.** Variable points adjustment (Requires an authorized signature from your school)
- G.** Cross Registration (Requires STUDENT AND HOST SCHOOL APPROVAL)
 - BARNARD students should use the Barnard form.
 - BUSINESS SCHOOL courses must be registered at the Business School or will not be valid. Should be submitted to OARR@gsb.columbia.edu
 - COMS courses require department approval for processing, instructor permission may not be sufficient
 - SIPA Courses require approval from SIPA Student Affairs at sipa_osa@columbia.edu

You will not be permitted to drop your last course on SSOL. You must consult with your school/adviser for guidance

Forms brought directly to the Student Service Center by students at **Columbia College, Engineering, General Studies, and Graduate School of Arts & Sciences** will not be processed. Students should return this form to their respective Student Affairs or advising office for review and decision.