

REGISTRATION FOR: Fall Winter Spring Summer 20_____

CHECK ONE: Undergraduate Graduate

INFORMATION

Students are encouraged to make changes to schedules in My Schedule Planner without the need to submit any forms. Go to my.newpaltz.edu > Registration > My Schedule Planner.

This form is for add or drop requests submitted directly to the Office of Records and Registration when online registration is not possible. The student must confirm:

1. Registration clearance was submitted by the advisor
2. The instructor or chair has entered all applicable permissions electronically prior to submitting this form.
To confirm, go to my.newpaltz.edu > Registration > Permissions
3. Registration is still open. See the Academic Calendar for all dates and deadlines.

_____	_____	MI	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;">N</td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> <td style="width: 10px;"></td> </tr> </table>	N									
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Last Name	First		Student ID Number										

Campus E-mail

INSTRUCTIONS

- I have not registered for any classes this semester
- Go to my.newpaltz.edu > Registration > My Schedule Planner
 - Create Schedule: **Add Courses** and *Generate Schedules > View > Print*
 - Attach schedule to form

I want to drop all of my classes and take a leave of absence or withdraw from college. Please have someone contact me at my college email or phone on record.

- I want to add this class or classes to an existing schedule
- Type course number / section / title (e.g. ABC123/01 Introduction to Registration)

CRN	COURSE NO.	SEC. NO.	COURSE TITLE

- I want to drop this class or classes from an existing schedule
- Type course number / section / title (e.g. ABC123/01 Introduction to Registration)

CRN	COURSE NO.	SEC. NO.	COURSE TITLE

By checking this box, I, _____ (type your name) acknowledge that changes to the class schedule can affect tuition billing. I also acknowledge that course change fees and tuition liability for schedule changes may also apply.

STUDENTS RECEIVING FINANCIAL AID SHOULD CHECK WITH STUDENT FINANCIAL SERVICES OFFICE, WOOSTER HALL 124, IF THE TOTAL CREDITS AFTER CHANGES EQUAL LESS THAN FULL TIME.

Submit this completed form to Records & Registration, WH 115 or recreg@newpaltz.edu from your college e-mail address. If you are an EOP represented student, please have the completed form submitted by your EOP advisor.