

### Drop or Add Registration Form

*This form should be used only after a student has registered for the semester. Students must either initially complete registration through Self-Service Banner or a Matriculated Student or a Non-Matriculated Student Registration Forms.*

Semester:  Summer     Fall     Winter     Spring    Year: \_\_\_\_\_    Date: \_\_\_\_\_

Student Name (Please print): \_\_\_\_\_ Banner ID: \_\_\_\_\_

- Please mark all that apply:** \*  I receive Financial Aid (PELL, TAP, Excelsior, Loans, etc.).     I receive Military Benefits.  
 I live in the Residence Hall.     I am an EOP Student.     I am an HPOG student.     I am a student athlete.  
 Other: \_\_\_\_\_

\*If you selected any of the above options and you are; dropping credits to below full-time (less than 12 credits), completely dropping your full schedule, or changing your enrollment status, you are strongly encouraged to speak with a representative of the associated office prior to making the change to your credits as it may have implications on your enrollment or financial standing with the College.

**Course Drops or Additions Requested:**

I am dropping all of my registered credits. I will be enrolled in 0 credit hours for the semester noted above. \_\_\_\_\_ (Initial)

Drop	Add	CRN	Subject and Course Number	Credits

**Bill Adjustment/Liability Schedule:** Students who officially drop a course(s) may be eligible for a bill adjustment. The adjustment is determined by the date the student processes a Drop/Add form at the Registrar's Office, according to the schedule noted below (some exceptions may apply). For more information, go to <http://catalog.sunyacc.edu/financialaid/billrefund>.

<b><u>Courses more than 8 weeks in length</u></b> (no record on transcript)	<b><u>Liability amount</u></b>
<input type="checkbox"/> Drop through the day before term begins	0% tuition/0% fees
<input type="checkbox"/> Drop through the end of the 1st week of term, Day 1-5	25% tuition/100% fees
<b><u>Courses 3 to 7 weeks in length</u></b> (no record on transcript)	<b><u>Liability amount</u></b>
<input type="checkbox"/> Drop through the day before term begins	0% tuition/0% fees
<input type="checkbox"/> Drop through the first day of term	75% tuition/100% fees
<b><u>Courses less than 3 weeks in length</u></b> (no record on transcript)	<b><u>Liability amount</u></b>
<input type="checkbox"/> Drop through the day before term begins	0% tuition/0% fees
<input type="checkbox"/> Drop through the first day of term	75% tuition/100% fees

I understand by making the above requested schedule changes, there may be a change to my bill (<http://catalog.sunyacc.edu/financialaid/billrefund>), Financial Aid, enrollment status, housing status, eligibility for military benefits and/or athletic eligibility.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Administrative Change  
 Picture ID attached if sent electronically

**Student Success/Registrar Staff Only:**

Student Success/Wilton Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Administrative Change: \_\_\_\_\_

Student has been referred to the Financial Aid Office     Student has been referred to: \_\_\_\_\_

Financial Aid or other Staff Signature for Referrals: \_\_\_\_\_ Date: \_\_\_\_\_