New Paltz
STATE UNIVERSITY OF NEW YORK

Office of Records & Registration
500 Hawk Drive, New Paltz, NY 12561-2439

ADD/DROP REQUEST

REGISTRATION FOR: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20____ **CHECK ONE:** ☐ Undergraduate ☐ Graduate

INFORMATION

Students are encouraged to make changes to schedules in Self Service Banner Registration without the need to submit any forms. Go to *my.newpaltz.edu>Registration>Plan and Register for Classes.*

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. All appropriate permissions have been electronically entered prior to submitting this form. To confirm, go to *my.newpaltz.edu> Registration>Permissions*.
3. See the Academic Calendar for all dates and deadlines.

Last Name First MI

N | | | | | | | | |
Student ID Number

Campus E-mail

☐ **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 to 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.