

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Student ID: _____

Year: 20 _____

OFFICIAL CHANGE OF SCHEDULE FORM

PLEASE PROVIDE ALL OF THE INFORMATION. PRINT CLEARLY.

This form should be used to add, drop, or withdraw (W) from a CollegeNow course. DO NOT use this form to audit a course. Visit the CollegeNow website at tompkinscortland.edu/CollegeNow to view deadlines.

Social Security Number _____ High School _____

Have you taken courses, including Concurrent Enrollment, through Tompkins Cortland before? ☐ Yes ☐ No

Name (Last, First, M.I.) _____

Street Address/P.O. Box _____

City/State/Zip _____ County _____

Email Address _____

Course(s) to be DROPPED or WITHDRAWN:

Course Name/No.	Office Use Code	School No.	Office Use Only	Course Title	Credits
sample: ENGL101	D	15	A	Academic Writing II	3
	D				
	D				
	D				
	D				
Total Credits					

Student's last date of attendance _____

Course(s) to be ADDED:

Course Name/No.	Office Use Code	School No.	Office Use Only	Course Title	Credits
sample: ENGL101	D	15	A	Academic Writing II	3
	D				
	D				
	D				
	D				
Total Credits					

Student's Signature: _____ Date: _____

High School Instructor Signature: _____ Date: _____

High School Advisor/Mentor Signature: _____ Date: _____

Provost Signature: _____ Date: _____