

Office of the Registrar

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ADD/DROP FORM

This form is reserved for use by faculty and professional staff and is not a substitute for the online registration system. This form should be used in special circumstances when the student is prevented from modifying their own registration.

STUDENT INFORMATION, PERMISSIONS, AND APPROVALS

Click above to choose your program and degree from the drop-down menus.

Semester/Year

Name: Last First MI

EMPLID (CUNYfirst ID)

Student Signature

Date

E.O. Signature of Approval

Date

ADD

Subject	Catalog #	Section	Class #	Title	Instructor	Grading Basis*	Credits

* Grading Basis: Please indicate 'Grade', 'Audit' or 'P/F'

DROP

Subject	Catalog #	Section	Class #	Title	Instructor	Grading Basis*	Credits

* Grading Basis: Please indicate 'Grade', 'Audit' or 'P/F'

OFFICE USE ONLY

- Add Drop Swap Verified no holds on student account
 Notify Student Notify Program Credit Difference: _____ Action Date: _____