

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, withdraw (W), withdraw passing (WP) or withdraw failing (WF) from a CollegeNow 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 Community College 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Course(s) to be DROPPED or WITHDRAWN: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	Was student Passing (P) or Failing (F)
sample: ENGL101	D	15	15	Academic Writing II	3	P
	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	15	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: _____