COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

REGISTRATION *& Add/Drop* FORM

❑ Registration	❑ Change of Program		
❑ Spring	❑ Summer	❑ Fall	*Year:*_____
❑ New	❑ Continuing	❑ Re-Admit	

NAME: UNI: PID:

SCHOOL: DEGREE: PROGRAM / MAJOR:

INSTRUCTIONS

Following the example shown, fill in all of the columns required for the action you are requesting. Please print!

1. In the "Action Code" column:
   - Enter **A** to register for a class or to Add a class.
   - Enter **D** to Drop a class.
   - Enter **C** to change the grading option or the number of points in a variable point course, then enter the number of points that you want.
2. In the "Grading Options" column:
   - Enter **P** for Pass/Fail option
   - Enter **R** for "Registration Credit" for courses you are Auditing
3. Sign and date form.
4. Get approval signature for classes that need them.

ACTION CODE (A/D/C)	CALL NUMBER (#12345)	BULLETIN SUBJECT (ABCD)	BULLETIN NUMBER (E6789)	SECTION	POINTS	GRADING OPTIONS (L/P/R)	SECTION TITLE	APPROVAL AS REQUIRED (DEAN)	APPROVAL AS REQUIRED (DEPT/INSTR.)
Example: A	77785	INAF	U0001	001	3.0	L	Concentration: EPD		

TOTAL POINTS ____ For Add/Drop or point changes, Enter TOTAL POINTS BEFORE ____ TOTAL POINTS AFTER: ____

STUDENT SIGNATURE: DATE:

ADVISOR SIGNATURE: DATE:

(If required)