

****COMPLETED FORMS MUST BE EMAILED****

Note: Include "RAF" in the subject line to expedite processing

Morningside Campus: ssc@columbia.edu | Medical Campus: cumc-rfs@columbia.edu

Please allow 24-48 hours for the changes to appear in Vergil, SSOL, and Courseworks/Canvas.

Student UNI: _____ Last Name: _____ First Name: _____

Term (e.g., Fall 2023): _____ Degree / Program: _____

Student Signature: _____ Date: _____

by signing, I acknowledge that I assume academic and financial responsibility for these adjustments to my registration.

Action Code*	Call Number	Subject Code	Course No.	Sept.	Title	Pnts.	Grading Option	Instructor, Dean, or Advisor Signature	UNI(S) of Approver
A	12345	ENGI	2222	001	This is an example	3	L	Handwritten signature or email approval	xx123
Total Points:									
For Add/drop or Point Changes:						Before			After

Additional Advisor / Dean Signature (if required): _____ Uni: _____ Date: _____

***Action Codes**

- A.** Add a course (Requires INSTRUCTOR SIGNATURE)
- B.** Add a course or courses that overlap (Requires BOTH INSTRUCTORS SIGNATURES as well an Authorized Official form your school (Adviser/Dept) Admin)
- C.** Grading Option Change*
L = Letter Grade; P = Pass /D/ Fail; W = W Grade after Post Add /Drop
- D.** Drop a course after the drop deadline (Requires signature from your school)
*Students in F-1 or J-1 status must contact ISSO if their enrollment drops below full-time status.
- E.** Enroll in a course over maximum point limit (Requires signature from your School)
- F.** Variable points adjustment (Requires an authorized signature from your school)

- G.** Cross Registration (Requires STUDENT SCHOOL AND HOST SCHOOL APPROVAL)
 - BARNARD students should use the Barnard form
 - BUSINESS SCHOOL courses must be registered at the Business School or will not be valid. Business School and non CBS students should submit the form to OARR@gsb.columbia.edu
 - CUIMC students must consult both their home school and CUIMC school program for specific cross-registration instructions related to the course of interest
 - LAW SCHOOL completed by the Law School Registrar contact registrar@law.columbia.edu
 - COMS courses require department approval for processing, instructor permission is not sufficient
 - SIPA Courses require approval from SIPA Student Affairs at sipa_osa@columbia.edu

You will not be permitted to drop your last course on SSOL. You must consult with your school/adviser for guidance

Forms brought directly to the Student Service Center by students at **Columbia College, Engineering, General Studies, and Graduate School of Arts & Sciences** will not be processed. Students should return this form to their respective Student Affairs or advising office for review and decision.