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Permission to Add Classes After the Drop/Add Period

Registration for courses after the add period require student, advisor or success advocate, instructor, and division chair signatures.

STEP 1: Bring form to advisor or student success advocate. Complete the box below and the front of the form.

STEP 2: Obtain signature(s) of the instructor(s) for the course(s) to be added

STEP 3: Obtain signature(s) of the division chair(s) for the course(s) to be added

STEP 4: Bring completed form to the Registrar's Office

Late Add Reason — To be Completed by Student and Advisor or Student Success Advocate

Student Signature _____ Date _____

Advisor/Student Success Advocate Signature _____ Date _____

Permission to Exceed Maximum Allowable Credits

Spring and fall: Permission to exceed 19 credit hours is required from the division chair.

January intersession: Permission to exceed 6 credit hours is required from the division chair.

Summer: Permission to exceed 15 credit hours is required from the division chair.

Request to Withdraw from Classes

A withdrawal after the refund period has ended will result in a W grade for each course in which you were enrolled. A withdrawal does not require an instructor or division chair signature.

Please check with the Business Office concerning any outstanding charges. Withdrawing from a course does not remove your fiscal liability for that course and may result in the loss of financial aid.

Division Chairs

Mary Driscoll: 315-294-8684 • DriscollM@cayuga-cc.edu

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