Change-in-Enrollment Form

Cornell University School of Continuing Education and Summer Sessions
B20 Day Hall, Ithaca, NY 14853-2801 • 607.255.4987

☐ Spring 20____
☐ Summer 20____
☐ Fall 20____
☐ Winter 20____

Required for all Cornell employees:

______________________________
______________________________

Cornell ID Number

Last Name                               First Name                             Middle Initial                  Suffix (Ill., Jr., etc.)

Cornell NetID___________________          Cornell Employee: ☐ Yes ☐ No

Do you hold a bachelor’s degree from any institution? ☐ Yes ☐ No

Social Security Number (optional)

Add, Drop, or Change

<table>
<thead>
<tr>
<th>Add, Drop, or Change</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Class Section</th>
<th>Component</th>
<th>Class Number</th>
<th>Credit Hours</th>
<th>Grade Option*</th>
<th>Title</th>
<th>Instructor’s Signature or Dept. stamp**</th>
<th>College Registrar’s Signature***</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>FILM</td>
<td>3250</td>
<td>001</td>
<td>LEC</td>
<td>1109</td>
<td>3</td>
<td>L</td>
<td>Animation History &amp; Practice</td>
<td>Course Instructor</td>
<td>Registrar</td>
<td></td>
</tr>
</tbody>
</table>

- (not required for Summer or Winter registration)

* Grade options: L = letter grade; S = satisfactory/unsatisfactory; V = audit

** The College of Arts and Sciences requires only the department’s stamp. All other colleges require either the instructor’s or the registrar’s signature.

*** Required only for courses in
• the College of Human Ecology (145 Martha Van Rensselaer Hall),
• the Johnson Graduate School of Management (106 Sage Hall),
• the Law School (162 Myron Taylor Hall),
• the School of Hotel Administration (180 Statler Hall), and
• the School of Industrial and Labor Relations (101 Ives West).

I agree to pay all tuition, fees, and charges incurred by me as set forth in university publications. I understand that if I withdraw without officially notifying the School of Continuing Education and Summer Sessions, I will still owe the full amount of tuition and fees.

Signature: ___________________________

Required for all Cornell employees:

Supervisor’s signature

Department head’s signature