



Add/Drop Form

STUDENT INFORMATION

Student ID

Last name

First name

Address

City

State

Zip code

Home phone

Work phone

Cell phone

Academic program

I am registering on this campus

 Old Westbury Manhattan

Term

NEW YORK INSTITUTE OF TECHNOLOGY

Class#	Drop (Subject and course#)	Section	Credits	Class#	Add (Subject and course#)	Section	Credits
1234	NYIT 101	W01	3.0	5678	NYIT 102	W01	3.0
		Total				Total	

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT's online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT's rules and regulations set forth in NYIT's online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Student's signature

Date

IMPORTANT INFORMATION FOR FACULTY ADVISORS

To add a student to a closed class, waive a prerequisite, override class consent, or approve registration in a graduate course for an undergraduate student, the Authorization for Registration on the reverse side of this form must be completed and approved by the course chairperson. The chairperson will add the approval in NYIT Class Permissions.

Advisor's printed name

Advisor's signature

Date

Advisors must release student's advising hold on NYITConnect.

Student ID

Last name

First name

**COMPLETE ONLY IF YOUR MAILING OR BILLING ADDRESS IS DIFFERENT THAN
THE HOME ADDRESS ON THE REVERSE SIDE OF THIS FORM.**

Mailing address (This is your address where you receive mail)

Street address

City

State

Zip

Home phone

Work phone

Cell phone

Billing address (Your bills or refunds will be sent to this address)

Street address

City

State

Zip

Billing phone

Work phone

Cell phone

CHAIRPERSON'S AUTHORIZATION FOR REGISTRATION

Course & Section	Use A, B, C, or D	Explanation	Chairperson's/Dean's printed name, signature, and date

A, B, or C (Chairperson to add the approval in NYIT Class Permissions)

A. Add student to closed class.

B. Waive a prerequisite.

C. Override class consent.

D. Approve registration in a graduate course for an undergraduate student and apply this course to undergraduate degree requirements.

IMPORTANT: If the student is not enrolled in a NYSED registered combined program, i.e. B.S./D.O., a graduate course used to satisfy an undergraduate requirement cannot subsequently be used to satisfy a requirement in a graduate program at NYIT.

STUDENT TO CHECK AND SIGN IF APPLICABLE

I acknowledge the graduate course(s) I am registering for will be applied to my undergraduate program only and can never be applied to a graduate program. Write Course(s) and Section(s):

I understand the graduate course I am registering for will not be included in my full-time undergraduate course load and may affect my eligibility for financial aid. (Check with the Office of Financial Aid for more information.) Write Course(s) and Section(s):

Student's Signature

Date
