

TEACHERS COLLEGE, COLUMBIA UNIVERSITY
REGISTRATION ADD/DROP & POINT CHANGE REQUEST

Name: _____ Student ID No. _____
(Last) (First)

Term: _____
(Semester) (Year)

List in Part I those courses you wish to ADD or DROP. List in Part II CHANGES IN POINTS to variable-point courses.

- ALL STUDENT AID RECIPIENTS must report changes in registration to the Office of Student Aid, as such changes may affect your eligibility and repayment status.
- ALL CHANGES IN REGISTRATION MUST BE FILED WITH THE REGISTRAR'S OFFICE WITHIN THE DEADLINES PUBLISHED in the Academic Calendar. Consult the current Teachers College catalog for withdrawal policy.

PART I: ADD/DROP OF COURSES

ADD these courses:

CRN	COURSE NO.	SECT.	PTS.

DROP these courses:

CRN	COURSE NO.	SECT.	PTS.

If Special Approval courses,
get instructor's approval

SIGNATURE

PART II: CHANGE OF POINTS IN VARIABLE-POINT COURSES

FROM:

CRN	COURSE NO.	SECT.	PTS.

TO:

CRN	COURSE NO.	SECT.	PTS.

Signature: _____ Date: _____

Registration Agreement

1. By Registering, I understand that I will be granted direct access to my student record and account and that I may be making decisions that will have a direct educational and financial impact upon my record and account.
2. I AGREE TO TAKE FULL RESPONSIBILITY for any course registrations, course additions, course drops, and registration withdrawals.
3. I further acknowledge that by registering, I am subject to all applicable policies and procedures, as outlined in the Teachers College Academic Catalog and Student Handbook, and to all degree requirements, academic policies and financial policies of Teachers College, including, but not limited to, tuition, fees, collection costs and fees, financial aid, and the schedules for payments, reductions in tuition and fee charges and refunds in effect for the academic term(s) for which I am registering or making changes. I hereby agree to be charged and pay in accordance with the published schedule of charges set forth in the Teachers College
4. I understand that failure to clear all account balances can result in the assessment of late payment fees. An initial late payment fee of \$50 will be charged on any outstanding balance during the first billing period. A 1 and 1/3 percent monthly (16 percent annually) late payment charge will be assessed on any outstanding balance thereafter. In addition, I understand that failure to make timely payment of housing charges (if applicable), may violate my dormitory agreement with Teachers College and result in my eviction. Furthermore, any unpaid accounts may be referred to a collection agency and/or law firm for collection of outstanding balances.
5. In the event all balances and/or charges are not paid when due, I agree to pay Teachers College all of the costs associated with the collection of my delinquent account, which include the payment to Teachers College of the principal sums due, plus all costs, which may also include, but not be limited to, collection agency and/or attorneys' fees constituting thirty three and one third percent (33.3%) of the principal balance due if Teachers College engages a collection agency and/or attorney to secure payment, and legal fees constituting fifty percent (50%) of the principal balance due where Teachers College commences litigation to collect any outstanding balance, plus any and all interest on the outstanding balance at the maximum legal rate allowed by law, and any and all other costs, including without limitation, court costs, disbursements, and judgment enforcement expenses, associated with the collection of delinquent amounts. All collection matters shall be governed by New York law; and the courts of New York shall have exclusive jurisdiction in these matters.
6. I hereby acknowledge that Teachers College reserves the right to withhold grades, transcripts, diplomas and other services, including registration, from students whose financial obligations have not been fully satisfied.
7. I understand that if I have any questions or concerns regarding any of the foregoing, I should contact a Teachers College representative from the Office of Student Accounts or the Office of the Registrar BEFORE taking any registration action.