



COLUMBUS STATE UNIVERSITY

Roll Correction Form

COLUMBUS STATE UNIVERSITY

Student Name _____

CSU ID# _____

Please print name

Student Signature _____

Today's Date _____

Term: Fall Spring Summer Year: _____

*It is the Student's responsibility to return this form to the Office of the Registrar for processing within 3 business days from the date signed by the Department Chair.**

This is not a withdrawal form. This form is for roll correction use after the official schedule change period for students who:

- ◆ Are adding a class or registering for the first time.
- ◆ Need to drop courses they have never attended.
- ◆ Need to be in a different CRN for the same course.
- ◆ Need to swap from a degree level course to a remedial course (e.g. MATH 1111 to MATH 0097).
- ◆ Need to swap from a course to the prerequisite for that course (e.g. ENGL 1102 to ENGL 1101).

Note: Students should use the On-line Withdrawal form to drop or withdraw under normal conditions.

COURSES DROPPED

1. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____
 Last date of attendance _____
2. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____
 Last date of attendance _____
3. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____
 Last date of attendance _____
4. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____
 Last date of attendance _____

SIGNATURES REQUIRED:

1. **Instructor's signature:**
 Required for students adding a course after the official schedule change period or dropping a course they have never attended.
2. **Department Chair's signature:**
 Required for adding a course after the official schedule change period.

Note: Students should use the On-line Add/Drop form to add second term courses.

COURSES ADDED

1. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____ *Date _____
 Signature of Department Chair _____ *Date _____
2. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____ *Date _____
 Signature of Department Chair _____ *Date _____
3. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____ *Date _____
 Signature of Department Chair _____ *Date _____
4. Course reference number (CRN) (example 20315) _____
 Course name and number (example: MATH 1101) _____
 Signature of Instructor _____ *Date _____
 Signature of Department Chair _____ *Date _____