

Attention All First Year Students:

The Center for Academic Advisement and Student Success will be granting First Semester and Second Semester Freshmen *one final* change of program via over-tally. You will see listed below the conditions that *must be completely met* in order for your over-tally to be approved by an advisor.

In order for your over-tally to be approved:

- you cannot be dropping any part of a Learning Community.
- you must already have your over-tally be put in the computer by the appropriate Department and it must be apparent on CUNYfirst.
- your new class cannot conflict with the remainder of your schedule. You will be allowed one drop to the one course added.
- your e-mail must be posted by **11:59PM of September 8th.**
- you must have all pre-requisite and co-requisite classes completed **before** the new class can be added.

Please note: if the professor gives too many over-tallies, you are not guaranteed to be registered for that class.

To apply for a program change, simply e-mail Mr. Peter L. Pampalone at **PeterP@brooklyn.cuny.edu** the following information **only** using the format below.

IN THE SUBJECT LINE OF YOUR E-MAIL, WRITE YOUR LAST NAME AND FIRST NAME.

Name:----- EMPLID#-----

Your email address: yourname@***.***

Class to be dropped:----- Section:----- 4 Digit code:-----

Class to be added:----- Section:----- 4 Digit code:-----

You are financially responsible for any and all charges that may be incurred for the program change. Check with Financial Aid and/or the Bursar.

Please keep in mind that this is courtesy extended to aid all First Year students. As a result, any failure to meet all above criteria will result in the denial of over-tally request by the Center for Academic Advisement and Student Success.