

PETITION TO ADD OR DROP A CLASS

NAME _____ **I.D. #** _____

In order to add or drop a class, complete the appropriate columns in the table below. Obtain both instructor and advisor signatures. After that, complete steps 1 through 4 in the order listed below.

The Accounting Department uses the date at which the add/drop form is received by the Registrar's Office as the official date that the course was dropped.

Drop or Add	Course Number	Course Title	Units	Instructor Signature	Fee Adjust

1. Academic Advisor: _____ Date: _____
2. If an Intercollegiate Athlete,
then Faculty Athletic Representative: _____ Date: _____
3. Registrar's Office: _____ Date: _____
4. If units remaining are less than 12,
then Financial Aid Office: _____ Date: _____
5. Accounting Department: _____ Date: _____

ADJUSTMENTS TO ACCOUNT: (to be completed by the Registrar's Office)	ADJUSTMENTS FOR FINANCIAL AID:
Units prior to add/drop:	\$
Units remaining after add/drop:	\$
Tuition Adjustment:	\$
Adjustments to Fees:	\$
Total Debit or Credit:	\$

Classes may be added during the first 2 weeks of each semester. Courses may be dropped from the beginning of the semester up until the 12th week of classes. No course may be dropped with less than 3 weeks of classes remaining in the semester. Course fees are non-refundable after the second week of class. **DO NOT leave this form for your instructor or Adviser to sign.** The student is responsible to return it to The Registrar's Office once all signatures have been obtained.

PETITION TO ADD OR DROP A CLASS

NAME _____ **I.D. #** _____

In order to add or drop a class, complete the appropriate columns in the table below. Obtain both instructor and advisor signatures. After that, complete steps 1 through 4 in the order listed below.

The Accounting Department uses the date at which the add/drop form is received by the Registrar's Office as the official date that the course was dropped.

Drop or Add	Course Number	Course Title	Units	Instructor Signature	Fee Adjust

1. Academic Advisor: _____ Date: _____
2. If an Intercollegiate Athlete,
then Faculty Athletic Representative: _____ Date: _____
3. Registrar's Office: _____ Date: _____
4. If units remaining are less than 12,
then Financial Aid Office: _____ Date: _____
5. Accounting Department: _____ Date: _____

ADJUSTMENTS TO ACCOUNT: (to be completed by the Registrar's Office)	ADJUSTMENTS FOR FINANCIAL AID:
Units prior to add/drop:	\$
Units remaining after add/drop:	\$
Tuition Adjustment:	\$
Adjustments to Fees:	\$
Total Debit or Credit:	\$

Classes may be added during the first 2 weeks of each semester. Courses may be dropped from the beginning of the semester up until the 12th week of classes. No course may be dropped with less than 3 weeks of classes remaining in the semester. Course fees are non-refundable after the second week of class. **DO NOT leave this form for your instructor or Adviser to sign.** The student is responsible to return it to The Registrar's Office once all signatures have been obtained.