ADD/DROP REQUEST FORM

Please Note: - If you are adding/dropping courses during the Schedule Adjustment period, please complete online via myCSUB
  - If you are dropping all courses after Census Day, please complete a Term Withdrawal Request Form
  - If you are dropping all courses due to medical reasons, please complete a Medical Withdrawal Request Form
  - If you are withdrawing from courses after the eleventh week of the term, please use a Petition for Exception Form

Student Name: _____________________________________________ CSUB ID: ____________________
(Please Print) (Required)

CSUB Email: ______________________________________________ PHONE #: ____________________
(Required) (Required)

TERM: [ ] Fall [ ] Intersession [ ] Spring [ ] Summer Year: ______ LEVEL: Undergraduate: _____ Graduate: _____

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<tr>
<th>Class Ref Number</th>
<th>Subject and Course Title</th>
<th>Section</th>
<th>Units</th>
<th>Check box for</th>
<th>Instructor Name (printed)</th>
<th>Instructor Signature*</th>
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* Instructor understands that the student is Adding/Dropping and attests that s/he can operationally accommodate the student’s request.

Total Units Enrolled in Before Change: _______________ Total Units Enrolled in After Change: _______________

Reason for Add/Drop: _________________________________________________________________________________

Student’s Signature: ____________________________ Date: ____________________________

Student attests that s/he is aware of the impact of this add/drop transaction on his/her academic progress, time to degree, unit load, financial aid and fees.

Advisor Signature: ____________________________ Date: ____________________________

Advisor attests that s/he has met with the student to discuss the impact of this add/drop request on the student’s academic progress, time to degree, unit load, financial aid and fees.

Approvals required for ADD/DROP Transactions after Census Day

Dean or Designee Approval: _______________________________________________________________________
(Required after Census Day). Dean/Designee attests that student’s justification for Add/Drop is appropriate per policy. DATE

Financial Aid Notified & Contact: __________________________________________________________________
(Required after Census Day) DATE

Student Financial Services Stamp & Contact: __________________________________________________________________
(Required after Census Day or Re-enroll after Dropped for Non-Payment) DATE

AVP, Enrollment Management Approval: __________________________________________________________________
(Required after Census Day) DATE

Admissions & Records Office Use Only:

Processed By: ____________________________ Date: ____________________________

This is the official Admissions and Records Add/Drop Request Form and supersedes all and any previous forms from any CSUB department. (09.09.2016)
University Catalog - Academic Information Related to Adding/Dropping Courses

Course Overload
A student is not normally permitted to enroll in more than 19 units. Loads in excess of 19 units are not permitted for first-semester CSUB students. A student with a CSUB grade point average 2.50 or above may request permission to carry more than 19 units per term by petition to the Dean of the School for his/her major. A full-time student with a CSUB grade point average of 3.30 or better may carry more than 19 units without petition, but must first meet with an academic advisor.

Changing Course Registration
Each student is responsible for all changes made to his/her official schedule of classes, i.e., adding courses, dropping courses (except for instructor initiated drop), or complete withdrawal from the university.

Adding Courses
Students may add courses that are “open” either in person at the Admissions and Records Office or using the online myCSUB registration system until the end of the second week of the term. For courses that are “closed”, and for all courses after the second week of classes, students must file an Add/Drop Request Form with all appropriate signatures, with the Admissions and Records Office (SA 103). Add Forms are available in the Admissions and Records Office and in all the School Deans’ offices.

Dropping and Withdrawing From Courses
It is the responsibility of students to attend each class meeting of the courses in which they are enrolled. Students absent from any class meeting are responsible for personally contacting the instructor by the next class meeting. In addition, as a courtesy to other students waiting to get into classes as well as a courtesy to the faculty, students who decide to drop a class should notify the instructor immediately. However, it is still the student’s responsibility to drop online or to submit the “Add/Drop Request Form” to the Admissions and Records Office.

a. **Dropping classes by Census Day.** Students may drop classes by Census Day of the term; the dropped course(s) will not appear on the transcript.

b. **Withdrawing from classes after Census Day.** Students are permitted to withdraw from classes after Census Day only for serious and compelling reasons that make it impossible for the student to complete course requirements. “Serious and compelling reasons” include documented accident or serious illness, job change, or serious family and/or psychological reasons. Students must secure a withdrawal request form from the Admissions and Records Office. The signatures of the instructors of each course being dropped and of the student’s advisor and Dean/designee of the School of the student’s major are required. The completed drop form is then returned to the Admissions and Records Office for processing and a grade of “W” will appear on the transcript. Students are still responsible for pro-rated fees for complete term withdrawals.

c. **Withdrawing from classes during week twelve through the end of the term:** Withdrawing from classes during week twelve through the end of the term is ordinarily not permitted except for the following reason:

   i. There is verification that the student was unable to file the request to drop the course in a timely manner because of extenuating circumstances, e.g., serious illness or injury.

   All requests for withdrawing from classes during this period will require a Petition for Exception to the Office of the Dean/Designee of the School of the student’s major. Such petitions require the approval of the course instructor(s), the student’s advisor, and the Dean/Designee of the School of the student’s major. Because withdrawal from a course after the eleventh week is an exceptional occurrence, the student’s documentation of eligibility shall be carefully scrutinized before any decision is made. All petitions for withdrawal after the eleventh week that have been approved will result in the assigned “W” grade for the course(s). Students are still responsible for pro-rated fees for complete term withdrawals.