

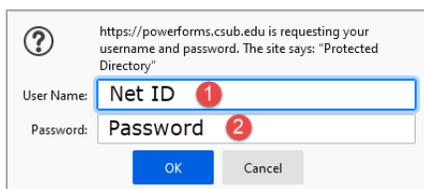
ADD/DROP & TERM WITHDRAWAL FORM

Use the appropriate form link on the [Registration page](#) of the Registrar's web site.

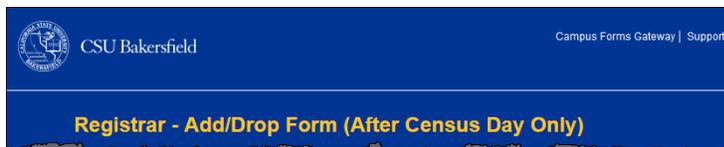
There are 2 versions of both the Add/Drop form and the Term Withdrawal form. Each form has a version that should be used "before census day" and "after census day". Check the Academic Calendar for the term you will be requesting the schedule change to determine if your request is before or after Census Day. The "After Census Day" versions have additional required signatures.

INITIATING THE FORM

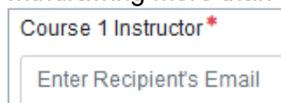
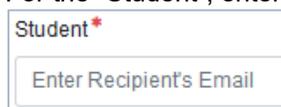
1. To begin, visit the [Registration page](#) of the Registrar's web site to choose the appropriate form link.
2. When the authentication screen opens,



- a. In the User Name, enter your Net ID
 - b. In the Password, enter your Password
 - c. Click OK
3. The Registrar – Add/Drop Form (After Census Day) screen appears



- a. For the "Student", enter the email address of the student who will complete the form.
- b. Enter the emails of each instructor for the courses you will be adding, dropping, or withdrawing. "Course 1 Instructor" is required. Course 2-6 Instructors are used if you are adding, dropping or withdrawing more than 1 course.
- c. For the "Department Chair of Student's Major", enter the email address of the department chair for the student's major



- d. **After Census Day**, both the Add/Drop and Term Withdrawal require a signature by the “Associate Dean of Student’s Major”. Enter the email address of the associate dean for the student’s major.

Associate Dean of Student's Major *
<input type="text" value="Enter Recipient's Email"/>

5. In the Fields section

Fields
CSUB ID # *
<input type="text"/>
Student Full Name *
<input type="text"/>

- a. Enter the CSUB ID # for the student
b. Enter the student’s full name
6. Click **Submit**
After clicking Submit, Adobe Sign will send an email to the student you specified with a button/link to complete and sign the form.

COMPLETING AND SIGNING THE FORM

1. To complete and sign the form, locate the email received.
2. From your email, click **Review and Sign**



3. Your default browser will open the form within Adobe Sign
4. To complete the form, enter the student’s name

Student Name: George Washington

5. Enter the student’s CSUB ID

CSUB ID: 999999999

6. Enter the student’s major

Student Major: Business Administration

7. For the Academic Term, click Select... to select the desired term

ACADEMIC TERM: * Select...

8. Enter the term year

YEAR: 2021

9. Enter the total units enrolled before the change

Total Units Enrolled in Before Change: 18

10. The Total Units Enrolled in After the Change will calculate automatically.

Total Units Enrolled in After Change: 18.00

11. In the Completed by Student section

Completed by Student					
Instructor Name	Class Ref # (ex. 88123)	Subject & Course Number (ex. MATH 1020)	Section (ex. 01)	Units (ex.3)	Course Request (Add/ Drop)
James Madison	88123	Math 1020	01	3	* Sele...

- Enter the instructor's name
- Enter the class reference number (CRN) i.e. 88123
- Enter the subject and course number, i.e. Math 1020
- Enter the section, i.e. 01
- Enter the number of course units
- On the Add/Drop form only, choose the Course Request by clicking the "Select..." to select Add or Drop.
- Repeat the above steps for each course

Completed by Student						
Instructor Name	Class Ref # (ex. 88123)	Subject & Course Number (ex. MATH 1020)	Section (ex. 01)	Units (ex.3)	Course Request (Add/ Drop)	
James Madison	88123	Math 1020	01	3	Add	
John Q. Adams	88124	Math 1030	70	3	Drop	

12. For the Reason for Add/Drop, enter your reason for adding or dropping the course(s).

Reason for Add/Drop: Enter a reason for the requested schedule change.

13. For the Will you be attaching documentation to support your request, click Yes or No

Will you be attaching documentation to support your request? Yes No

NOTE: Including documentation to support your justification is highly recommended. Examples of documentation include but are not limited to medical or legal paperwork, letters of support, detailed explanation of circumstances, etc.

- If you selected Yes, then select the number of attachments

How many attachments? 2

Note: You are limited to 3 attachments of 5MB or less

14. Check the box to attest that the student is aware of the impact of this add/drop transaction on their academic progress, time to degree, unit load, financial aid, and fees.

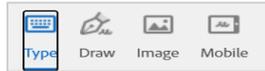
Student attests that they are aware of the impact of this add/drop transaction on their academic progress, time to degree, unit load, financial aid and fees.

15. For the Student's Signature, click to sign

- Click to sign

Student's Signature: [* Click here to sign](#)

- b. Select one of the four ways to sign



- c. Enter your signature

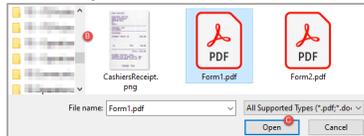
16. If you selected Yes to the Will you be attaching documentation to support your request question,

- a. Click the Attach Optional Attachment



- b. Navigate to your documentation

- c. Click Open



NOTE: *Only one document can be added at a time. Each document must be 5 MB or less in size.*

- d. Repeat these steps for each attachment

17. At the bottom of the screen, click the button,



The form will route automatically to the next individual. After all signatures are collected, the form will be sent to the Registrar's Office.

DECLINING TO SIGN THE FORM

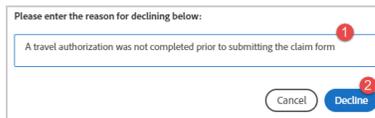
If decide not to complete this form, you can decline to sign.

1. To deny or decline the request, click the Options button  or drop down 
2. From the menu, click **Decline to sign**



Read agreement
Delegate signing to another
Decline to sign

3. In the box,
 - Enter your reason for declining
 - Click **Decline**



Please enter the reason for declining below:

A travel authorization was not completed prior to submitting the claim form

Cancel Decline

4. Your form will be canceled and will not be routed to the individual's you specified or the Registrar's Office.