

Spring 2010 Foreign Languages Add Permit

Use this form only if unable to add through *My Sac State*.

Do NOT use this form to enroll in courses 194, 195, 199, 299, or 500.
Petitions for those courses are available on the department web page: www.csus.edu/fl.

Signed, completed form due to Dept. of Foreign Languages, Mariposa Hall 2051, **by 4pm, February 5th, 2010**. Late forms will not be accepted regardless of when they were signed.

Name _____
(Last) (First) (Middle)

Email _____ Cell phone _____
We will contact you only if there is a problem in processing your request.

Campus ID # _____
(Your number is listed on *My Sac State*, click on *Sac State ID*.)

Semester/Year: **Spring 2010**

INSTRUCTIONS TO STUDENT:

1. List your course information in the box below. Follow the sample format listed.
2. Obtain instructor's approval; turn form to the Foreign Language Department Office, Mariposa 2051, **before the end of the second week of classes**. (If you are registering to AUDIT the course, complete this form then return it to Admissions & Records for processing.)
3. Check *My Sac State* to verify that the class has been added.

Class No.	Language & Course No.	Sec. No.	Title	Units	Print instructor name
<i>(example) 12345</i>	<i>ITAL 1B</i>	<i>02</i>	<i>Elementary Italian</i>	<i>4</i>	<i>Nicoletti</i>

_____ Initial here if you are AUDITING the course.
If auditing, take your signed form to Admissions & Records instead of Foreign Languages.

INSTRUCTOR OF COURSE LISTED ABOVE:

_____ (Instructor's Signature)

_____ (Date)

TIME CONFLICT:

If the course listed above has ANY time conflict with another course on your schedule, you must obtain signatures of both instructors whose courses conflict. Speak with both instructors to discuss how the conflict will be handled (attendance, late arrivals, etc.).

Instructors, please sign to indicate the student has discussed the scheduling conflict with you:

- Signature of instructor from FORL listed above: _____
- Signature of instructor from the class in conflict: _____ for course # _____.

DEPARTMENT USE ONLY

Added by: _____ Date: _____

Denied. Comments: _____

Student indicates intent to audit the course. The form is being returned to the student.