

PETITION TO ADD/DROP FOR MUSIC COURSES ONLY
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Department of Music

This permit is to be used ONLY during the first TWO WEEKS of classes and requires instructor approval.

After the second week of classes, obtain "Petition to Add/Drop after Deadline."

ACTION: <i>(check one)</i> <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Drop and Add	Name _____ Social Sec. No. _____ / _____ / _____ Academic Sem/Yr _____ Daytime message phone _____
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INSTRUCTIONS:

1. Obtain Instructor Approval and take form to **Music Office** (CPS 105).
2. After 48 hours, call CASPER to confirm that the Department of Music has added you to the course.
3. Remember that ALL HOLDS must be cleared before you can add a class
4. All transactions must be completed within the two-week period.

CASPER closes at 5:00 PM on Friday of the second week of classes.

Check One			Course			Instructor		
Add	Drop	Audit*	Call No.	Course No. Title	Sect.	Units	Signature	Date
	X		12345	MUSC100 Concert Att.	12	1	EXAMPLE	04/19/54
				MUSC				
				MUSC				
				MUSC				
				MUSC				
				MUSC				

PLEASE NOTE: With the exception of supervisory courses (SPECIAL PROBLEMS and FIELDWORK), this ADD/DROP PERMIT is required for all Music courses that are added during the first two weeks of classes. Students adding SPECIAL PROBLEMS or FIELDWORK courses should obtain a SPECIAL PROBLEMS PETITION from the Music Office, room 103. The SPECIAL PROBLEMS PETITION, when completed by student, faculty sponsor, and department chair, is used in lieu of an Add/Drop permit.

*Students wishing to **audit** courses should take this form directly to the **Registrar's Office.**