

DD5 'ADD PERMIT

Use this form TO ADD PPA courses requiring instructor approval during the FIRST FOUR WEEKS of classes. After the fourth week, obtain "*Petition to Add/Drop After Deadline.*"

NAME _____ PHONE _____

STUDENT ID # _____ SEMESTER/YEAR _____

INSTRUCTIONS:

1. Complete Add Permit -- PROVIDE REASON FOR ADDING AFTER SECOND WEEK OF CLASSES.
2. Obtain instructor approval.
3. Submit Add Permit to the PPA Department to add PPA classes only. Do not use this form to add classes from other departments.
4. After 24 hours check your MySacState account to CONFIRM that you have been added.

Add for:		Class No.	Department & Course No.	Section	Units	Instructor Signature	Date
Grade	Audit*						

*Add to Audit at Admission & Records Office

COMPLETE THIS SECTION AFTER SECOND WEEK OF CLASSES

Reason for Add Request: _____

DEPARTMENT CHAIR'S APPROVAL NEEDED AFTER SECOND WEEK OF CLASSES

Department Chair

Date