



NAME \_\_\_\_\_ STUDENT I.D. NUMBER \_\_\_\_\_  
Last First M.I.

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY OR MESSAGE PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**APRIL 18 - JUNE 10**

1. Summer courses are added or dropped on CASPER (278-8000) or CasperWeb from April 18 - May 4, May 23-24, and May 31 - June 10. **Use this form** if the class you want to add is full or restricted but the instructor agrees to permit you to enroll. Turn the form in at Department Offices through June 10.

**AFTER JUNE 10**

1. After June 10, a signature from the instructor or department is required **to add** a class for all sessions.
2. After June 10, **drops** in Sessions A and C require instructor, department chair and dean's approval. (Session B drops will require signatures after July 22. Session D drops require signatures after July 1).
3. No drops will be processed during the last week of any session. A grade of "W" will be posted for classes dropped after the session Census date.
4. The accuracy of registration is the student's responsibility. Students must obtain the necessary signatures and deliver the signed form to the Registrar's Office (in person, by mail, or by fax 916-278-5603) by 5:00 p.m. on the deadline day. **The effective date of the transaction is the date received by the Registrar, not the date signed or postmarked.**
5. Verify the accuracy of your class schedule by checking CasperWeb, a Casper.NET kiosk, or at the Admissions and Records Office, or call CASPER (278-8000) to list your courses (press 5#).
6. If you are dropping within the refund period for the session the course is in, you must file a refund form in order to receive a refund.

**ADD THIS COURSE**

5-DIGIT CALL NO.	DEPT. & COURSE NO.	SECT.	UNITS	INSTRUCTOR OR DEPT. SIGNATURE	DATE

**DROP THIS COURSE**

5-DIGIT CALL NO.	DEPT. & COURSE NO.	SECT.	UNITS	INSTRUCTOR OR DEPT. SIGNATURE	DATE

\*Department Chair: \_\_\_\_\_

\*Dean: \_\_\_\_\_

\*Signatures required for Session A and C drops beginning June 13, for Session B drops beginning July 25, and for Session D drops beginning on July 5.

**OFFICE USE ONLY**

Class added: Initials \_\_\_\_\_ Date \_\_\_\_\_  
 Class not added: Initials \_\_\_\_\_ Date \_\_\_\_\_  
 Reason: \_\_\_\_\_

**OFFICE USE ONLY**

Class dropped: Initials \_\_\_\_\_ Date \_\_\_\_\_  
 Class not dropped: Initials \_\_\_\_\_ Date \_\_\_\_\_  
 Reason: \_\_\_\_\_