### Petition to Add/Drop/Late Register

**Summer 2006**

**Registration Form**

<table>
<thead>
<tr>
<th>5-Digit Dept. &amp; Instructor or Call No. Course No. Sect. Units Dept.</th>
<th>Signature Date</th>
</tr>
</thead>
</table>

**APRIL 17 - JUNE 16**

1. Summer courses are added or dropped on CASPER (278-8000) or CasperWeb from April 17 - May 3, May 30 - 31, and June 5 - 16. 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 16.

**AFTER JUNE 16**

1. After June 16, a signature from the instructor or department is required to add a class for all sessions.

2. After June 16, drops in Sessions A and C require instructor, department chair and dean’s approval. (Session B drops will require signatures after July 28. Session D drops require signatures after July 7.)

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.

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### Add This Course

<table>
<thead>
<tr>
<th>5-Digit Call No.</th>
<th>Dept. &amp; Course No.</th>
<th>Sect.</th>
<th>Units</th>
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### Drop This Course

<table>
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*Department Chair: __________________________

*Dean: __________________________

*Signatures required for Session A and C drops beginning June 19, for Session B drops beginning July 31, and for Session D drops beginning on July 10.

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**Office Use Only**

- Class added: Initials __________ Date __________
- Class not added: Initials __________ Date __________
- Class dropped: Initials __________ Date __________
- Class not dropped: Initials __________ Date __________

Reason: _________________________________________________________________________________________________