



**SACRAMENTO STATE
PETITION TO ADD/DROP/LATE REGISTER**

**Summer 2007
Registration Form**

NAME _____ STUDENT I.D. NUMBER _____
Last First M.I.

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY OR MESSAGE PHONE _____ E-MAIL _____

APRIL 2 - JUNE 15

1. Summer courses are added or dropped on CASPER (278-8000) or CasperWeb from April 2-18, May 29-30, and June 4 - 15. 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 15.

AFTER JUNE 15

1. After June 15, a signature from the instructor or department is required to **add** a class for all sessions.
2. After June 15, **drops** in Sessions A and C require instructor, department chair and dean's approval. (Session B drops will require signatures after July 27. Session D drops require signatures after July 6.)
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, 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 18, for Session B drops beginning July 30, and for Session D drops beginning on July 9.

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: _____