APRIL 1 - JUNE 13
1. Summer courses are added or dropped on My Sac State from April 1-May 8, May 15-23, and June 2-13. 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 13.

AFTER JUNE 13
1. After June 13, a signature from the instructor or department is required to add a class for all sessions.
2. After June 13, drops in Sessions 6W1 and 12W require instructor, department chair and dean’s approval. (Session 6W2 drops will require signatures after August 1. Session 6W3 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 My Sac State, or at the Admissions and Records Office.
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.

**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: ______________________________________________________________________