

PETITION TO ADD/DROP FOR MUSIC COURSES ONLY

This permit is to be used **ONLY** during the first **TWO** weeks of classes and **ONLY** for courses requiring instructor approval. After the second week of classes, obtain a Petition to Add/Drop after Deadline

NAME	LAST	FIRST	Daytime phone
Student ID			Semester/YR
Email			

INSTRUCTIONS:

1. Obtain instructor approval , then email to thamsyne.brown@csus.edu
2. All HOLDS must be cleared before you can add a class.
3. Drop all classes necessary to process this add prior to turning into the department.
4. After 48 hours check your schedule on MYSACSTATE.

Add for Credit	Add for Audit	Drop	Course Call # (number)	Course Number	Section	Units	Instructor Approval	Date
X			Sample 432	Sample MUSC 01	Sample 1	Sample 3.0	<i>Dr. Professor</i>	9/1/08

REASON FOR ADD/DROP REQUEST:

- This ADD/DROP PERMIT is to be used for the following actions that require department approval:
1. ADD when class limit has been reached during registration.
 2. ADD when permission from the department is required (MUSC 175, 185, 185E, 185J, 285, 500)
 3. REQUEST exemptions to major or class level restrictions or test prerequisites. **DOES NOT apply to the WPE.**
 4. Special Problems or Fieldwork courses should obtain a SPECIAL PROBLEMS PETITION from the School of Music which is sent directly to the instructor of record for completion (MUSC 99,195,199,295,299)

DEPARTMENT USE ONLY
Permit processed by: _____
Name Date
Notes: