

Civil & Mechanical Engineering

ADD PERMIT

This permit is to be used only during the first TWO weeks of classes.

This form does not guarantee you a seat in any course. All adds are subject to College/ Department review. You must meet ALL required prerequisites prior to being added into any course. You are responsible for checking your schedule and verifying its accuracy.

Name: _____

Email: _____

Student ID:* _____

Current Major: _____

**This request will not be processed without your student ID number.
Failure to provide an accurate ID number may cause a delay in the processing of your request which can result in your request being denied.*

INSTRUCTIONS:

1. Obtain instructor approval and take form to the appropriate office. Use a separate Add Permit for each department.
2. After 72 hours, check your schedule on MySacState. If the class has not been added, contact the department staff.
3. Remember that ALL HOLDS must be cleared prior to adding any courses.
4. Departments may NOT override any of the following:
 - a. Unit Limit Max Reached
 - b. Time Conflict
 - c. University Course Repetition Policy

Class: <small>(ex. ENGR 110-01)</small>	Course Call Number:	Pre-requisites completed: <small>(Yes/No- If "No", explain below)</small>	Instructor Approval:	Date:

Comments: (Exceptions requested, issues, notes, etc.)

Approved (by) _____ **Date:** _____

Denied. Comments: _____