

# Add & Drop Request Permit

*PLEASE fill out COMPLETELY; missing information will delay processing.*

Name:	Sac State ID:	Time Stamp (Department Use Only):
Phone:	Email:	Semester/Year:

▶ Prerequisites will be verified - If you have taken any prerequisite course(s) at another institution, attach a copy of your unofficial transcript from that institution.

▶ The EEE Dept **CANNOT OVERRIDE**: registration holds OR time conflicts OR the unit cap.

▶ We can only add courses controlled by our department (EEE, CpE, and some ENGR courses; *we cannot add* MATH, PHYS, CSC etc.)

Add Courses (before the University Census Date)						
Class # (ex: 86574)	Course # (ex: EEE 600)	Sec. #	# Units	Prerequisite(s) & grade	Instructor Signature	Date

Drop (before the University Census Date)			
Class #	Course #	Sec. #	# Units

<b>Comments:</b> (Exceptions requested, issues, notes, etc.)

*I authorize the EEE department to Add/Drop the course(s) listed above; it is **my responsibility** to check MY SAC STATE for class schedule accuracy and inform the EEE office of **any errors**. I understand that I am **responsible for any additional fees** associated with these changes.*

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Department Use Only\*\*\*\*\*

Approved       Denied; Reason: \_\_\_\_\_

Chair/Coordinator Approval: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_