REQUIRED INFORMATION

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Email:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>SAC ID: (Required)</td>
<td></td>
<td>Major/Concentration:</td>
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1 & 2: Schedule & Unit Cap: Check your Student Center in My Sac State and confirm that you do not have a schedule conflict and that adding this class will not exceed the unit cap. **You will not be added to the class if you have a schedule conflict or have exceeded the unit cap!**

3: Requisites (if applicable): If you cannot self-enroll because of a “requisites not met” error the requisite course may not be appearing in your Student Center. List the requisite course(s) and grade, and submit a copy of your unofficial transcript for the instructor to review.

4: Obtain the instructor’s permission and return form to the Geography Department in Amador Hall, Room 550.

(1) SCHEDULE:

- [ ] I do not have a schedule conflict.

(3) REQUISITES: (only if applicable)

- Requisite course: ________ Grade: ___ Course taken at: __________________
- Requisite course: ________ Grade: ___ Course taken at: __________________
- Requisite course: ________ Grade: ___ Course taken at: __________________

(2) UNIT CAP:

- Undergraduates - 18 UNITS
- Undergraduates who have officially applied to graduate - 21 UNITS
- [ ] Enrolling in this class will not exceed my unit cap.

This form does not guarantee enrollment in a class. Check your schedule in My Sac State after 24 hours of submitting this form and verify your request has been processed.

(4) REQUESTED COURSE AND INSTRUCTOR’S PERMISSION:

<table>
<thead>
<tr>
<th>Circle One</th>
<th>Class Nbr (ex: 81234)</th>
<th>Class (ex: GEOG 123)</th>
<th>Sec. (ex:1)</th>
<th>Units</th>
<th>Instructor’s Name (one form per instructor)</th>
<th>Instructor’s Signature***</th>
<th>Date</th>
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<tbody>
<tr>
<td>Add/Drop</td>
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***Instructor signature indicates requisites and grades have been verified, or the student is considered prepared to take the class, and requisite errors may be overridden.***

Date: ______  [ ] Class added  [ ] Class not added  Reason:

Updated 5/1/15