For All Course Add/Drop Requests

Please complete and submit an OnBase Add/Drop/Withdraw from Course Petition

How to do so:

1. From your MySacState page, find an icon like this

   And click on it to go to the OnBase Forms page.

2. In the search bar, enter add or drop and it should be the first choice on the list. The name of the form you are looking for is <u>Course Add/Drop/Withdraw Petition.</u>

3. Once you read and understand the conditions of the form, click in the box that you understand and select to go to the form.

   ☐   I have read and understand the conditions of the Sacramento State Petition to Add/Drop/Withdraw from Courses policy.

4. When you are on the form itself, enter your student ID number

   Student ID

   [   ]

5. Then select which option you are completing the form for

   ❶ **Add or Drop/Withdraw from a Course? ***

   ○ Add Course   ○ Drop/Withdraw from Course

6. Enter the course you are looking for in the search and make sure you select which semester you would like to enroll into

   ❷ **Search and Select a Course**

   Search: [   ] [Fall 2023   ⌄]

7. In the Reason to Add/Drop a Course section, enter why you are unable to enroll yourself into the class and any relative information that may best assist us in getting you into the class. You may also attach any supporting documents than would help you as well, such as unofficial transcripts or even a screen shot of an enrolled class at another college, as well as any class permissions written by the instructor.

   Reason for Add/Drop *

   [   ]

   ❹ **Attach Supporting Documents (Optional)**

   ○ Yes ● No

8. When finished, click the Submit Petition button

   [Submit Petition]