

If you need help enrolling into a Physics or Astronomy course for the

Spring 2020 semester, please send an email to: physics@csus.edu

In that email, please include the following information:

- **Your first and last name**
- **Your student ID number**
- **Your telephone number**
- **Your major**
- **Course you need help enrolling into**, including section and 5-digit class numbers of all related components
- **Reason you are having difficulty**, for example:
 - **You took the prerequisites somewhere else** – indicate what courses you took, where, and when. If you have NOT already sent the transcript to Sac State, please attach an unofficial one. If you HAVE already submitted it, we can likely see it.
 - **You took a course that's not a traditional prereq** – for example, you completed Physics 11A and now want to take Physics 5B
 - **You are CURRENTLY taking one of the prerequisites at a school OTHER than Sac State.**
 - In that case, send us a screen shot showing proof of enrollment, and be sure the course name and INSTITUTION name are clearly showing.
 - Please also be sure you send us a screen shot of your final grade in the course so we don't drop you from our course after grades post in January.
 - Be sure you order the official transcript to be sent to Sac State, but wait until about a week after grades post. If you order the transcript too soon, it will arrive without a grade and you'll need to request it again.
 - About a week after that, send an email to transfer@csus.edu and ask them to please upload and equate the courses to your Sac State record.
 - **You didn't pass a prerequisite until the 3rd time.** Please be aware that our system only looks at the FIRST TWO attempts at a course, and if neither of those was passing, it doesn't look any further. We can help get this fixed for you, or you can contact Student Services Center in Lassen Hall and ask them to please "flip the credit" for that course. That will then also "clear" your academic requirement so that the red box you currently see turns to a green check mark.

NOTE: If you are enrolled in another course that will create a **time conflict** with the course you're asking us to enroll you into, just holding onto it until you can get into our course, please also provide your PERMISSION for us to drop you from whatever course that it. Do NOT drop it yourself in case we cannot get you into our course, because you might not then be able to get back into THAT course.

Same with unit caps: If adding you to our course will put you over the allowed unit cap but you're planning on dropping something once you get into our course, provide your permission to have us drop you from whatever course you want dropped, so we can drop that and then add you to our course. Don't drop yourself because we might not be able to enroll you for whatever reason, and you might then not be able to get back into the other course.

You can also leave us a message at (916) 278-6518, but we won't be checking phone messages over breaks... we often do, however, check emails.

Thank you,

Heidi @ Sac State Physics & Astronomy Department