Student: Read all information carefully
For questions/assistance email anthro@csus.edu or call (916) 278-6452 and someone will get back to you during office hours.
If you call, make sure to include/leave your full name, student ID and brief reason for your call

*Review the Add/Drop/Withdrawal policy for acceptable reasons according to the week of the semester.
*Drop/Withdrawal requests related to medical or job related reasons will require supporting documentation/letter from medical provider or manager on business letterhead.

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REQUEST TO ADD A COURSE - USE OnBase Portal

Week 3 - 4

1. Approvals: Instructor + Department Chair (in that order)
   1. Complete the Add/Drop/Withdraw form via the OnBase Portal, add your statement/reason for late Add under "Comments" and submit
   2. If necessary/need more space, write your statement/reason in a separate Word Document and upload under "Attach Supporting Documents"
      * The form will route to the Instructor and Department Chair for approval
      * Approved ADD will be processed by Department Staff
      * If denied, the student will get an automated email providing them the reason for denial

Starting week 5

Note: Adds not approved after week four, unless student present evidence of University Error that prevented timely registration. That does not include failure to meet payment deadlines. Evidence of University Error must be provided.

1. Approvals: Instructor + Department Chair + Dean (in that order)
   1. Procure supporting materials according to your reason.
   2. Complete the Add/Drop/Withdraw form via the OnBase Portal, add your statement/reason for late Add under "Comments", upload supporting materials under "Attach Supporting Documents" and submit
   3. If necessary/need more space, write your statement/reason in a separate Word Document and upload with your supporting materials
      * The form will route to the Instructor, Department Chair, and Dean for approval
      * Approved ADD will route to the Registrar’s Office for consideration by the Vice President (or designee) and final processing
      * If denied, the student will get an automated email providing them the reason for denial

REQUEST TO DROP/WITHDRAW FROM A COURSE - USE OnBase Portal

Week 3 - 4

1. Approvals: Instructor + Department Chair (in that order)
   1. Complete the Add/Drop/Withdraw form via the OnBase Portal, add your statement/reason for late Drop under "Comments" and submit
   2. If necessary/need more space, write your statement/reason in a separate Word Document and upload under "Attach Supporting Documents"
      * The form will route to the Instructor and Department Chair for approval
      * If denied, the student will get an automated email providing them the reason for denial

Week 5 - 6

1. Approvals: Instructor + Department Chair
   1. Procure supporting materials according to your reason.
   2. Complete the Add/Drop/Withdraw form via the OnBase Portal, add your statement/reason for late Drop/Withdraw under "Comments", upload supporting materials under "Attach Supporting Documents" and submit
   3. If necessary/need more space, write your statement/reason in a separate Word Document and upload with your supporting materials
      * The form will route to the Instructor and Department Chair for approval
      * Approved Drop/Withdraw will route to the Registrar’s Office for final processing
      * If denied, the student will get an automated email providing them the reason for denial
1. Procure supporting materials according to your reason.
2. Complete the Add/Drop/Withdraw form via the OnBase Portal, add your statement/reason for late Drop/Withdraw under "Comments," upload supporting materials under "Attach Supporting Documents" and submit.
3. If necessary/need more space, write your statement/reason in a separate Word Document and upload with your supporting materials.
   * The form will route to the Instructor, Department Chair, and Dean for approval.
   * Approved Drop/Withdraw will route to the Registrar’s Office for final processing.
   * If denied, the student will get an automated email providing them the reason for denial.