Spring 2020 Environmental Studies Add Permit

Return completed form to Department of Environmental Studies,
Amador Hall 554A, by 4pm, Friday, January 31, 2020 *

SacState Email _____________________________________________

Name
(Last) __________________________ (First) __________________________ (Middle Initial) __________________________

SacState ID # ___________________________ Cell phone (_____) __________________________

INSTRUCTIONS TO STUDENT:

1. Complete form, obtain instructor’s signature, submit form to ENVS Department Office (AMD 554A) by the deadline.
2. Check My Sac State to verify that the classes have been added (allow 1 business day from the time form is submitted).

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject And Course #</th>
<th>Section</th>
<th>Title</th>
<th>Units</th>
<th>Instructor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>example: 83940</td>
<td>ENVS 10</td>
<td>02</td>
<td>Environmental Science</td>
<td>3</td>
<td>Greenday</td>
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TIME CONFLICT:

If a course listed above has any time conflict with another course on your schedule, you must obtain signatures of both instructors whose courses conflict. Speak with both instructors to discuss how the conflict will be handled (attendance, late arrivals, etc.).

Instructors, please sign to indicate the student has discussed the scheduling conflict with you:

☐ Signature of instructor from ENVS listed above: __________________________

☐ Signature of instructor from the class in conflict: __________________________ for course # ___________________.

□ Added by: __________________________________________ Date: ________

□ Denied/error message: __________________________________________ Date: ________

□ 2nd attempt/message: __________________________________________ Date: ________

*Adding a class after Jan 31, 2020 requires using the “Petition to Add/Drop…..” form on the Registrar’s office website. Be sure to read the back of the form. Signature/documentation requirements change depending on the semester week. All registration must be finalized by Census Day, Feb 17, 2020.

Rev Jan 13, 2020