SacState Email

Name

_Last_ (First) (Middle Initial)

SacState ID # ___________________________ Cell phone (_____) ______________________

INSTRUCTIONS TO STUDENT:

1. Complete form and obtain instructor’s signature and 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>
</tr>
</tbody>
</table>

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 # ___________________.

DEPARTMENT USE ONLY

☐ Added by: ____________________________ Date: _________

☐ Denied/error message: ____________________________ Date: _________

☐ 2nd attempt/message: ____________________________ Date: _________

* Adding a class after Sept 20, 2019 requires using the "Petition to Add/Drop....." form on the Registrar’s office website.