

Please follow the steps below *before* submitting an add petition in OnBase:

First, log in to your Student Center to confirm there are no tasks on your "To Do" list, and that you don't have any holds on your record.

Second, access OnBase from My Sac State while using one of the following browser:

- Apple Safari (up to Apple Safari 12 (macOS))
- Microsoft Edge (EdgeHTML version 16+)
- Firefox (up to Firefox 60 ESR)
- Microsoft Internet Explorer

To complete an add request, input your student ID, select the correct term and course, and add your comments in the "Reason for add/drop" section (for example: cannot self-enroll, passed WPJ, please swap section 1 for 2, unofficial transcripts emailed to department, current NUFD major, graduating senior etc.) Do not submit multiple requests for the same class.

Attach supporting documents to petitions including screenshots of error messages, unofficial transcripts, etc.

Adding Classes

Students are expected to add courses in their student center for the first two weeks of the semester. **OnBase add/drop petition should be used anytime a student is not able to make registration changes on their own record.**

Weeks 3-4:

Students must submit a petition in OnBase for review. If approved, the department will usually process enrollment within 1-2 business days.

Week 5-6:

Add requests are not approved after week 4 unless the student presents evidence of a University error. To be considered, students must do the following:

- *Students must submit a petition in OnBase and attach a Student Statement Form to the instructor for review.*
- *If approved, the instructor will forward it to the Department Chair for review.*
- *If approved, the Department Chair will forward it to the College Dean for review.*
- *If approved, the Dean's Office will forward it to the Registrar's office to process*
- *Please note: Students should follow up with the Registrar regarding enrollment and fees.*

Here is the routing timeline for Fall 2022 add/drop/withdrawal e-forms:

- April 25 – August 26: from the student to the department work queue
- August 27 – September 9 (weeks 1 & 2): from the student to the instructor, to the department work queue
- September 10 – September 26 (weeks 3 & 4, including census day): from the student to the instructor, to the department chair, to the department work queue
- After census, all add forms will route from the student to the instructor, to the department chair, to the dean, then to the Office of the University Registrar work queue.
- September 27 – October 7: all drop forms will continue to route from student to instructor, to the department chair, but will route to the Registrar's Office for processing.
- October 8 – November 18: all drop forms will route from the student to the instructor, to the department chair, to the dean, then to the Office of the University Registrar work queue.

Dropping Classes

During the first two weeks of the semester, students should use their Student Center to drop any classes they do not wish to complete. Administrative Drops Synchronous classes: students who don't attend two class meetings (or one meeting for once a week course) during the first two weeks of instruction, and have not contacted the instructor, may be removed from the course. It is not the responsibility of the instructor to drop the student. Asynchronous classes: students who do not submit the assignments and/or participate in online activities during the first two weeks, and have not contacted the instructor, may be removed from the course. It is not the responsibility of the instructor to drop the student.

Weeks 3-4:

Students must submit a drop petition in OnBase for review. If approved, the department will usually process the drop within 1-2 business days.

Weeks 5-12:

Students must submit a petition in OnBase and attach a personal statement that explains the late request (supporting documents may be required). If approved, the petition will forward to the Dean's Office for review. ***Students should follow up with the Registrar regarding enrollment and fees.***

Withdrawal requests are rarely approved after the 12th week of instruction. Approval may be granted in exceptional cases, such as accident or serious illness where the cause is due to circumstances beyond the students control. Approval from the Department Chair and College Dean are required.

[Student Services Center](#)

[Forms](#)