

## 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 a hold 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.

*Do not attach supporting documents to petitions at this time - please email documents to [s.brown@csus.edu](mailto:s.brown@csus.edu)*

*If you have followed these steps, and continue to have issues, please email [heather.rogers@csus.edu](mailto:heather.rogers@csus.edu)*

### **Adding Classes**

Students are expected to add courses in their Student Center for the first two weeks of the semester. Students who cannot self-enroll must submit a petition in OnBase and include a comment under "Reason for Add/Drop".

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:

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.***

### **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](#)