

# CLASS ADD / UPDATE REQUEST- SUMMER

California State University, Chico

(Please read the instructions on the back of this form)

Rcpt #: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date \_\_\_\_\_

## Section to be completed by student in ink (please print):

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| NAME: \_\_\_\_\_  
Chico State ID Number Last First M.I.

LOCAL ADDRESS: \_\_\_\_\_  
Number Street Room or Apt. No. City State Zip

LOCAL PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL \_\_\_\_\_

Summer Term Session I  II  III  IV  V  \_\_\_\_\_ - \_\_\_\_\_  
Begin Date End Date

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| CLASS \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| UNITS: \_\_\_\_\_ If applicable, RELATED COMPONENT |\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
Reg Number Subject Number Section (e.g., ENGL 130-01) Class Number Section

Financial Aid Student  Yes  No **If Yes, Financial Aid signature required below.**

REASON FOR THIS ADD: \_\_\_\_\_  
3-4 week session—reason required after the 4<sup>th</sup> day of classes; 5-6 week session—reason required after the 6<sup>th</sup> day of classes.

STUDENT SIGNATURE OR PERSON REQUESTING ADD ACTION \_\_\_\_\_

## This section must be completed in ink and with original signatures:

- Add
- Add for Audit
- Add for Time Conflict
- Swap the Above Class to Section |\_\_\_\_\_| Reg Number |\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|
- Change CR/NC Grading Option to Letter Grade
- Change Grading Option to Audit
- Other \_\_\_\_\_

Instructor: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name (Required) Signature

Dept. Chair: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name (3-4 wk session-required after 4<sup>th</sup> day of classes) Signature  
(5-6 wk session-required after 6<sup>th</sup> day of classes)

College Dean: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name (3-4 wk session-required after 4<sup>th</sup> day of classes) Signature  
(5-6 wk session-required after 6<sup>th</sup> day of classes)

Financial Aid Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name (Forms submitted by Financial Aid students without approval will not be processed) Signature

**Approval dates more than 10 working days old will not be processed.**  
STUDENT RECORDS AND REGISTRATION, Student Services Center 110, 530-898-5142

## CLASS ADD/UPDATE REQUEST- SUMMER INSTRUCTIONS

The Add / Update Request form is used when a student is unable to add a class through the Student Center for reasons such as:

- time conflict
- instructor/department consent required
- department offering the class is unable to assist the student
- class does not have an assigned Class Number in the schedule
- swapping sections of the same class or to/from a honors section of a class

Requests to audit a class or change from CR/NC grading to a letter grade should also be submitted on the Add/Update Request form.

### Signature Requirements

Students are responsible for obtaining all of the required signatures as noted on the form and for the timely return of the form to the Student Records and Registration Office.

#### Class Add/Update Request Signature Requirements for State Supported Summer Term Sessions

Course Length	Instructor Only	Instructor, Chair, Dean
3-4 weeks	First through third day of class	Fourth day of classes and after
5+ weeks	First through fifth day of class	Sixth day of class and after

### Change in Unit Load

If adding a class(es) results in additional charges on the students account, the student is responsible for paying the additional fees. Non-resident students and students who are enrolled in 6 or fewer units should inquire about additional charges before submitting a request to add a class.

### Returned/Unprocessed Forms

Requests to add a class where the student has a registration hold, the student will exceed the number of allowable repeats, or the request is for a class for which a grade of Incomplete exists, etc. will be returned to the student.

Unauthorized signature(s), signature stamps, signatures more than 10 working days old, and signature not in ink will be returned to the department for reprocessing.

### Electing CR/NC Grading Option

Students requesting to change the grading option for a class to CR/NC must complete the ELECTING COURSES FOR THE CREDIT/NO CREDIT (CR/NC) form. This form is available at <http://www.csuchico.edu/sro/forms> and in the lobby of the Student Records and Registration Office, SSC 110.

### Fraudulent Signatures

Fraudulent forms will not be processed and will be turned over to Student Judicial Affairs for disciplinary action.

### Financial Aid Recipients

Financial Aid recipients are responsible for getting approval from the Financial Aid & Scholarship Office in Student Services Center 250 for all Summer Term add actions. Class Add/Update Request forms submitted by Financial Aid recipients without this approval will not be processed.

### Open University Courses

Students may **not** use the Student Center to enroll in Open University courses. To add or drop an Open University course, students must go to the Office of Regional and Continuing Education (RCE).