

Rcpt #: _____
Processed by: _____

**CLASS ADD / UPDATE REQUEST**  
**California State University, Chico**  
(Please read the instructions on the back of this form)

**Section to be completed by student:**

**Date**

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

PHONE#: \_\_\_\_\_ EMAIL \_\_\_\_\_

Year \_\_\_\_\_ Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ (Only accepted from the start of the Add/Drop Registration Period through the grade deadline for the **active** fall or spring semesters)

CLASS \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ Class/Registration #:  
Subject (ENGL) | Number (130) | Section (01)

REASON FOR THIS ADD (Reason required after 4<sup>th</sup> week of classes):

STUDENT SIGNATURE OR PERSON REQUESTING DROP ACTION:

**Check Appropriate Action**

- Add
- Add for Audit
- Add for Time Conflict

*(swaps after the 2<sup>nd</sup> week must be of the same class – section to section)*

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

**This section to be completed by the instructor, Chair, and Dean. Ink or digital signatures accepted.**

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

Dept. Chair: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name (Required after 4th week of classes) Signature

College Dean: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name (Required after 4th week of classes) Signature

\*Approval dates more than 10 working days old will not be processed.\*

Dean's signature required to authorize before census add (5<sup>th</sup> week of the semester only) \_\_\_\_\_ Date \_\_\_\_\_

Dean's signature required to waive late fee for processing: \_\_\_\_\_ Reason \_\_\_\_\_

## **CLASS ADD/UPDATE REQUEST INSTRUCTIONS**

This form is accepted for the regular state supported fall and spring semesters. We accept this Add/Update Request form from the start of Add/Drop Registration Period through the grade deadline for the **active** fall or spring semester.

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 Office of the Registrar.

- Instructor signature is required
- After the fourth week of classes, instructor, chair and dean signatures are required

### **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 wet signatures 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 Office of the Registrar.

### **Late Processing Fee**

Beginning the 6th week of classes, the Office of the Registrar will assess a late fee for processing Add/Update Request forms. The late fee is assessed according to the date the form is **received** in the Office of the Registrar. Late forms sent through campus mail by academic departments will be processed and a registration hold placed on the student until the late fee is paid.

The late fee may be waived by the College Dean or their designee, if they determine there was a failure to process the form because of an instructor, department, or college representative error, prior to the late fee deadline. The late fee may also be waived by the University Registrar or designee in Office of the Registrar if medical evidence is established or an institutional or administrative error occurred whereby the Add/Update Request was not processed correctly.

### **Fraudulent Signatures**

Fraudulent forms will not be processed and will be turned over to Student Conduct, Rights & Responsibilities office for disciplinary action.

### **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).