

FALL 2020 ADD/DROP FORM

Directions: Obtain email chain showing appropriate approvals, attach this completed form, and send to registrar@csuchico.edu. Must be sent from CSU Chico email accounts to be considered valid.

Effective the 6th Week of the semester, a late fee of \$10 is owed by a student to add or drop. Payment can be made at the following link: <https://commerce.cashnet.com/csuchicoregistrar>. Students will need to forward a copy of the receipt to registrar@csuchico.edu. The College Dean may waive the late fee by checking 'Yes' below the 'Waive Late Fees?' box.

STUDENT NAME															
STUDENT ID NUMBER															
PREFERRED CONTACT INFO (Email or Phone #)															
SEMESTER AND YEAR OF CLASS (i.e. Fall 2020)															
CLASS SUBJECT (i.e. CHEM)															
CLASS NUMBER (i.e. 130)															
CLASS SECTION (i.e. 01)															
REGISTRATION OR COURSE NUMBER (i.e. 1184)															
REASON FOR ACTION (After 4th Week, required for ADDS ONLY)															
Instructor Name				Department Chair Name (ADDS ONLY)				College Dean Name (ADDS ONLY)							
REQUESTED ACTION (REQUIRED)															
Add		Drop* (see Note Below)		Add for Audit		Add for Time Conflict		Swap to Section		Change CR/NC Grading Option to Letter Grade		Change Grading Option to Audit		Other	
INSTRUCTOR/CHAIR/DEAN USE ONLY															
Beyond Student Control? **				Process as Before Census? ***				Waive Late Fees? ****							
Yes		No		Yes		No		Yes		No					
<p>*For Fall 2020: Drops only need Instructor approval and don't need a reason until after Week 15. No drops permitted finals week unless it's a serious/illness or accident, and instructor, chair and dean approval will be required.</p> <p>**Only needed for Drops after Census.</p> <p>***Only needed for the week after Census.</p> <p>****Only needed after the 5th week of instruction</p> <p>Census dates can be found here: https://www.csuchico.edu/schedule/</p>															
NOTES (OFFICE USE ONLY)															