

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

Rcpt #: _____
Processed by: _____

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

Date _____

_____|_____|_____|_____|_____|_____|_____|_____| 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 _____

Year _____ Term: Fall Spring Summer

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

REASON FOR THIS ADD ACTION (Required after the 4th week 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 (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: _____ Date _____

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

STUDENT RECORDS AND REGISTRATION, Student Services Center 110, 530-898-5142

CLASS ADD/UPDATE REQUEST 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.

- After the second week of classes, 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 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://em.csuchico.edu/sro/Forms> and in the lobby of the Student Records and Registration Office.

Late Processing Fee

Beginning the 5th week of classes, the Student Records and Registration Office 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 Student Records and Registration Office. 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 Student Records and Registration 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 Judicial Affairs 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).