**ADDING COURSES during the semester**

**First 2 weeks**

- Add courses by using “My Sac State” (www.my.csus.edu).
- Adds that require instructor permission or department consent must be added using an add form.
- **Instructor’s signature required.**
- Submit form to Academic Department for processing.
- Use separate form for each Academic Department.
- Students should check their student center to confirm add.

**3rd-4th weeks**

- Must complete add form.
- **Instructor and Department Chair’s signatures required.**
- Submit completed form to Academic Departments for processing.
- Use separate form for each Academic Department.
- Students should check their student center to confirm add.

**After Census**

- Adds are **NOT** approved after week four (the census date) unless students present evidence of University error or compelling reason. University error does not include failure to meet payment deadlines. **Need to submit add from with verification of circumstances.** MUST obtain three signatures of (1) Instructor, (2) Department Chair, and (3) College Dean.
- Submit directly to Registrar's Office, Lassen Hall 2000. A late fee of $10 will be collected. Student must check back with Registrar's office or Student Services Counter two business days after submitting the form to check status and outcome.

Students may need to consult student financial services AND financial aid if adding courses changes their status from part-time to full-time.
DROPPING COURSES during the semester

First 2 weeks

⇒ Drop courses by using “My Sac State” (www.my.csus.edu).
⇒ THERE IS NO AUTOMATIC DROP!
⇒ Although instructors may exercise authority to remove students who fail to attend during the first two weeks, students should NOT assume they will be dropped. Students will receive a final grade of “F” or “WU” in courses they fail to drop officially.
⇒ Students should check their student center to confirm drop. No “W” given on transcript.

3rd-4th weeks

⇒ MUST complete drop form.
⇒ Instructor and Department Chair’s signatures required.
⇒ Submit completed form to Academic Departments for processing.
⇒ Use separate form for each Academic Department.
⇒ Students should check their student center to confirm drop.
⇒ No “W” given on transcript.

5th & 6th Week

⇒ Speak with professor for options to complete the course.
⇒ Need to complete drop form with verification of reasons for dropping course.
⇒ Instructor and Department Chair’s signatures required. Submit to Student Services Counter, Lassen Hall.
⇒ Will result in “W” on transcript.

6th — 12th Week

⇒ Speak with professor for options to complete the course.
⇒ Need to complete drop petition. Need to submit drop from with verification of circumstances. Must obtain signatures of (1) Instructor, (2) Department Chair, and (3) College Dean. Submit to Student Services Counter, Lassen Hall.
⇒ Will result in “W” on transcript.
⇒ After 12th week of semester a student is NOT able to drop single courses, would need to withdrawal from ALL courses.

After Census

**If withdrawing from ALL classes after the 2nd week of the semester — need to work with Academic Advising to complete a withdrawal form.**

Students may need to consult student financial services and financial aid if dropping courses changes their status from full-time to part-time.