

CBA ADD PERMIT: FIRST TWO WEEKS

VALID **WEEKS 1 AND 2** OF THE SEMSTER FOR **COLLEGE OF BUSINESS CLASSES ONLY**
 RETURN TO **ACADEMIC PROGRAMS OFFICE, TAHOE HALL 2028**

Use this form **only** if unable to add yourself through MySacState.
 After the second week, use the official University "**PETITION TO ADD/DROP/WITHDRAW**."

Name: _____
 (Last) (First) (MI)

Daytime Phone: _____

Student ID#: _____

Semester/Year: **Fall / Spring 20** _____
 (Circle one)

E-mail: _____

SUBMISSION OF THIS FORM DOES NOT GUARANTEE YOU A SEAT IN ANY CLASSES

INSTRUCTIONS:

1. Fill out the form **COMPLETELY IN BLUE OR BLACK INK**. Failure to do so will delay the enrollment process.
2. We **CANNOT OVERRIDE** **registration holds, time conflicts, or unit caps**.
3. Check your class schedule on MySacState to verify the change(s). If you have not been added after 48 hours, send an e-mail to cba-undergrad@csus.edu to check on your status. YOU are responsible for the accuracy of your class schedule.

(INSTRUCTORS: Please sign ONLY if there are seats available in the room.)

Class No. (ex. 81111)	Department & Catalog No. (ex. ACCY 111)	Section (ex. 01)	Units (ex. 3)	Instructor's Name: Print and Sign	Date

CHECK HERE IF **SWITCHING TWO BUSINESS CLASSES OR SECTIONS OF THE SAME COURSE**

(Ex. from FIN 101-01 to FIN 101-03; from MKTG 101-01 to ACCY 121-01, both MW at 1:30 P.M., etc.)

Course to be replaced (class & section): _____

OFFICE USE ONLY:

_____ ADDED BY: _____ DATE: _____

_____ NOT ADDED BY: _____ DATE: _____

Registration Hold _____ Non-Major _____

Time Conflict with _____ Over Unit Cap _____

Academically Unqualified _____ Already Enrolled _____

Comments: _____