ADD/DROP PERMIT FOR COMPUTER ENGINEERING COURSES

- **<u>Please fill in form completely</u> Incomplete and / or illegible forms will not be processed!**
- **Use this form only if you CAN NOT add or drop through My Sac State**.
- **If it is past the census date** (use a "Petition to Add/Drop after Deadline").
- **Completion of all prerequisites <u>must be verified</u>.** Print out your "Unofficial Transcripts" from My Sac State and submit it with this form, along with copies of transcripts from other schools if necessary. Please hi-light all pre-requisites.
- **Get the instructor's signature on this form** before leaving it with the Department.
- After 48 hours, check your schedule on My Sac State to verify that your request has been processed.
- **If you are auditing a course, see instructions below.** The Department cannot add you.

Name_____ Daytime Phone_____
(last) (first) (m.i.)

Sac State ID_____ Semester/Year_____

Major_____ Email Address (must be legible):_____

ADD FOR CREDIT (before the University Census date only)

Call # (5 digits)	*Course Number (e.g., CpE 001)*	*Section Number*	*Units*	*Instructor Approval*	*Date*

AUDIT (get Instructor and Chair signatures and then take this form to Admissions and Records before the University Census date) *Department can not add you*

Call # (5 digits)	*Course Number (e.g., CpE 001)*	*Section Number*	*Units*	*Instructor Approval*	*Date*

DROP (before the University Census date)

Call # (5 digits)	*Course Number (e.g., CpE 001)*	*Section Number*	*Units*	*Instructor Approval*	*Date*

Secretary's Use Only: Added by: _____ Dropped by: _____ Date:_____

Chair's Signature if necessary:_____