

Computer Science Department ADD/DROP PERMIT

for _____ (semester/year)

DO use this form if you cannot add or drop through “MY SAC STATE” (<https://my.csus.edu>), up through the census date (which is the end of the fourth week of classes).

- Log in at “My Sac State” to find your Sac State ID if you don’t already know it.
- Try to put as many Computer Science classes as you can on one form.
- **LEGIBLY COMPLETE ALL ITEMS OR THERE MAY BE A DELAY IN PROCESSING.**
- Get your instructors’ signatures **before** leaving this form with the department.
- Please machine date / timestamp this form before you hand it to office staff.
- After 24 hours, check your schedule online to verify that your request has been processed.
- Auditors: See instructions below.

DO NOT use this form for courses that are not Computer Science courses; **DO NOT** use this form for a supervised course such as 195, 198, 199, 502 (use a “Supervisory Course Petition”); **DO NOT** use this form beyond the census date (use a “Petition to Add/Drop after Deadline”).

| Last Name _____ | First Name _____ | MI ____ | | | |
|--|-------------------------|----------------|---------|---------------------|------|
| Sac State ID _____ | Phone/Msg. _____ | | | | |
| Email _____ | | | | | |
| Add for Credit (before the University Census Date) | | | | | |
| Class # (5 digits) | Course Catalog # | Sec. # | # Units | Instructor Approval | Date |
| | CSC | | | | |
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| Audit (after getting signatures, take this to Admissions & Records by the University Census Date) | | | | | |
| Class # (5 digits) | Course Catalog # | Sec. # | # Units | Instructor Approval | Date |
| | CSC | | | | |
| | CSC | | | | |
| Drop (before the University Census Date only) | | | | | |
| Class # (5 digits) | Course Catalog # | Sec. # | # Units | Instructor Approval | Date |
| | CSC | | | | |
| | CSC | | | | |
| | CSC | | | | |

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

Chair’s Signature (if needed): _____