

ADD / DROP PERMIT

This permit is to be used **ONLY** during the first **FOUR** weeks of classes

ADD / DROP PERMIT MUST be filled out COMPLETELY for permit to be processed.

If permit is NOT filled out completely, it will NOT be processed.

Name: _____
(last) (first) (mi)

Daytime Phone: _____

Sac State ID: _____

Semester/Year: _____

EMAIL: _____

INSTRUCTIONS:

TIMESTAMP: _____

1. Obtain instructor approval and take form to the EEE or CpE department office.
2. Remember- All HOLDS must be cleared so an ADD PERMIT can be processed.
3. After 48 hours, check your schedule on MY SAC STATE. If you were not added or dropped, check back with dept staff.
4. If you CAN NOT use MY SAC STATE to Add, Please attach a copy of the ERROR MESSAGE!
5. If you CAN NOT add due to prerequisite issues, please attach a copy of your transcripts (highlight pre-reqs)

This ADD PERMIT is to be used for the following actions that require department approval:

1. ADD when class limit has been reached via MY SAC STATE. Instructor approval required.
2. ADD when permission from the department is required (e.g. supervisory courses, special problem courses, etc.)
3. REQUEST exemptions to major or class level restrictions; or test pre-requisites.

CHECK ONE		Class Number	Department and Course Number	Section	Units	Instructor Approval	Date
Add for Audit	Add for CREDIT						

SPECIFIC REASON WHY COURSE (S) COULD NOT BE ADDED USING MY SAC STATE:

This DROP PERMIT is to be used for the following reasons ONLY:

1. When you can not drop a class via MY SAC STATE
2. When MY SAC STATE is no longer available

Please Check		Class Number	Department and Course Number	Section	Units	Instructor Approval	Date
	DROP						

DEPARTMENT USE ONLY

Approved (by) _____ Date: _____

Denied. Reason: _____

Submit signed form to EEE / CpE Department Office. RVR 3018