

Computer Science Department
Registration Request Permit

PLEASE fill out COMPLETELY; missing information will delay processing.

Semester/Year: _____

Name: _____ Sac State ID: _____ Time Stamp:
(last) (first) (m.i.)

Phone: _____ Email Address: _____ Registration Date / Time: _____

Major: Pre-CSC CSC CpE EEE Other: _____ Level: Undergrad Graduate

▶ Prerequisites will be verified - If you have taken any prerequisite course(s) at another institution **(in the past 2 semesters)**, attach a copy of your unofficial transcript from that institution.

(If equivalency to Sac State courses is not listed on www.assist.org, see reverse side of form.)

▶ The Computer Science dept **CANNOT OVERRIDE**: registration holds OR time conflicts OR the unit cap.

▶ "First come, First served" - If the class is full, you will be placed on the waitlist. If the waitlist is full, you will have to try to add (in person) on the first day of classes.

Add for Credit (before the University Census Date)						
Class #	Course # <small>(ex: CSC 130)</small>	Sec. #	# Units	Prerequisite(s) & grade	Instructor Signature <small>(required beginning 1st day of classes)</small>	Date
	CSC					
	CSC					
	CSC					
	CSC					

Audit (after getting signatures, take this to Admissions & Records by the University Census Date)						
Class #	Course #	Sec. #	# Units		Instructor Signature <small>(required beginning 1st day of classes)</small>	Date
	CSC					
	CSC					

Drop (before the University Census Date only)						
Class #	Course #	Sec. #	# Units		Instructor Signature (required beginning 1 st day of classes)	Date
	CSC					
	CSC					
	CSC					

*I authorize the CSC department to Add/Drop the course(s) listed above; it is **my responsibility** to check MY SAC STATE for class schedule accuracy and inform the CSC office of **any errors**. I understand that I am **responsible for any additional fees** associated with these changes.*

Student Signature: _____ **Date** _____

*****Department Use Only*****

Chair / Coordinator Approval: _____ Date: _____

Comments: _____

Added by: _____ Date: _____

Dropped by: _____ Date: _____

Verification of Equivalency for Non-Articulated Courses

When you want credit for a course you took elsewhere, and the course **does not appear on an articulation (transfer) agreement** in www.assist.org, follow the steps below. We require verification of equivalency before we approve Registration Request Permit, Change of Major Petitions, and Graduation Applications if the course you took is not articulated.

Non-Articulated Computer Science Courses:

- **Obtain a “Computer Science Department Substitution or Waiver Petition for BS Students” in the CSc Department Office, RVR 3018.** Or print it from the web: www.ecs.csus.edu/csc/ (select the link to “Forms”).
- **Attach a copy of your (unofficial) transcript or grade report.** This is necessary because we do not have access to the transcript you had sent to Admission and Records and we must verify your grade.
- **Attach a copy of the official course description or outline.** Also, be prepared to discuss what you learned during the next step.
- **Have your proposed substitution approved by the appropriate CSc Course Coordinator.** Note that faculty members are **only** available to evaluate course substitutions during Fall or Spring Semester office hours. Coordinators for lower-division required CSc courses:
 - CSc 15: Ted Krovetz
 - CSc 20: Ted Krovetz
 - CSc 28: Ted Krovetz
 - CSc 35: Kwai-Ting Lan or Weide Chang
 - CSc 60: Weide Chang or Chung-E Wang
- **Submit your paperwork to the CSc Department Chair for approval.** Attach it to your Registration Request Permit or Change of Major Petition.

Other Non-Articulated Courses Required for the Computer Science Major:

- **For Math courses, use a “Math Equivalency” form,** also available in the department and on the web. Provide an official description of the course you took and be prepared to discuss what you learned. Have the equivalency form approved by the Sac State Math Department Chair. If you have units to make up, it will be noted on the form.
- **For science or other courses required for the Computer Science major,** obtain a letter of equivalency from the appropriate Sac State department chair. If units need to be made up, that should be noted in the letter.
- **Attach a copy of your (unofficial) transcript or grade report.** This is necessary because we do not have access to the transcript you had sent to Admission and Records and we must verify your grade.
- **Submit your paperwork to the CSc Department Chair for approval.** Attach it to your Registration Request Permit, Change of Major Petition, or Graduation Application.