

Summer Session 2011 Add/Drop Form

Section to be completed by student (please print in ink)

Student Identification Number:

Social Security Number:

____|____|____|____|____|____|____|____|

____|____|____|-|____|____|____|-|____|____|____|

(Need only if Student ID is unknown to prevent duplicate records)

Name: _____ **Date of Birth:** ____/____/____
Last First M.I. mm dd yy

Address: _____ **Phone:** (____) ____-____
Number/Street/Apt. City/State/Zip

Email: _____ **Gender:** M F

Student Type: Admitted Non-Admitted **Class Level:** Undergraduate Credential Post-bac

Class Number: ____|____|____|____| **Course:** _____ - _____ **Section:** _____ **Units:** _____
Subject Number

Serious and compelling reason if late add/drop: _____

Following sections to be completed by applicable designees (please use ink):

SIGNATURES VALID FOR 10 BUSINESS DAYS

- Add Drop Swap-Add Swap-Drop (See dates on back regarding swaps. You will need two forms.)
 Change Grading Option Add for Audit
(copy to Records) (copy to Records)

Course Instructor: _____
Printed Name Signature Date

Required for: *All late adds/drops for Summer Session (see back for session dates).
NOTE: If a lab/activity for the course is taught by a different instructor, you must obtain BOTH signatures.

Lab/Activity Instructor: _____
Printed Name Signature Date

Department Chair: _____
Printed Name Signature Date

Required for: *Any late adds/drops for Summer Session (see back for session dates).

College Dean: _____
Printed Name Signature Date

Required for: *Any late adds/drops for Summer Session (see back for session dates).

Financial Aid: _____
Printed Name Signature Date

Required for: *Any adds or drops starting May 19 for which you applied for Financial Aid.
FA students for more information visit www.csuchico.edu/fa

OFFICE USE ONLY
 Confirm Signatures Late Fee (if req'd)

Initials

Forms and payment of fees must be submitted to:

The Center for Regional and Continuing Education
California State University, Chico
Chico, CA 95929-0250
(530) 898-6105 / FAX (530) 898-4020

Visit us online at rce.csuchico.edu/summer for more information.

SUMMER SESSION 2011 has five (5) different sessions. Different dates and deadlines apply for each session.

DATES & DEADLINES THAT APPLY TO ALL SESSIONS

- Registration begins April 4.
- Fees are due at the time of registration. Confirmation of financial aid application or award is required to waive fee payment.
- The priority deadline to apply for Summer Financial Aid is April 29.
- The final day to enroll and pay fees via the Chico State Portal is May 18.
- Beginning May 19, all adds and drops must be completed through Continuing Education.
- Students receiving Financial Aid must have the approval of Financial Aid for any adds or drops starting May 19.

SESSION 1: JUNE 6-AUGUST 16 (12 weeks)

- Deadlines vary. Contact RCE Continuing Education or visit rce.csuchico.edu/summer

SESSION 2: JUNE 6-30 COURSES (4 weeks)

ADDS

- No signatures required to add by June 6.
- Instructor signature required starting June 7.
- Instructor, Chair, and Dean signatures required to add starting June 9.
- You may **swap** courses without a financial penalty through June 8; signatures still apply as stated above. If you have Financial Aid, you must also get additional approval from the Financial Aid office.

DROPS

- Drops on or before June 6: full refund less \$15 processing fee—no signatures required.
- Drops June 7-8: 65% refund—Instructor signature required.
- Drops June 9 or later: no refund—Instructor, Chair, and Dean signatures required.

SESSION 4: JULY 5-JULY 28 (4 weeks)

ADDS

- No signatures required to add by July 5.
- Instructor signature required starting July 6.
- Instructor, Chair, and Dean signatures required to add starting July 8.
- You may **swap** courses without a financial penalty through July 7; signatures still apply as stated above. If you have Financial Aid, you must also get additional approval from the Financial Aid office.

DROPS

- Drops on or before July 5: full refund less \$15 processing fee—no signatures required.
- Drops July 6-7: 65% refund—Instructor signature required.
- Drops July 8 or later: no refund—Instructor, Chair, and Dean signatures required.

SESSION 5: JULY 18-AUGUST 11 (4 weeks)

ADDS

- No signatures required to add by July 18.
- Instructor signature required starting July 19.
- Instructor, Chair, and Dean signatures required to add starting July 21.
- You may **swap** courses without a financial penalty through July 20; signatures still apply as stated above. If you have Financial Aid, you must also get additional approval from the Financial Aid office.

DROPS

- Drops on or before July 18: full refund less \$15 processing fee—no signatures required.
- Drops July 19-20: 65% refund—Instructor signature required.
- Drops July 21 or later: no refund—Instructor, Chair, and Dean signatures required.

SESSION 3: JUNE 6-JULY 14 (6 weeks)

ADDS

- No signatures required to add by June 7.
- Instructor signature required starting June 8.
- Instructor, Chair, and Dean signatures required to add starting June 13.
- You may **swap** courses without a financial penalty through June 8; signatures still apply as stated above. If you have Financial Aid, you must also get additional approval from the Financial Aid office.

DROPS

- Drops on or before June 6: full refund less \$15 processing fee—no signatures required.
- Drops June 7-13: 65% refund—Instructor signature required.

- Drops June 14 or later: no refund—Instructor, Chair, and Dean signatures required.