# WINTER SESSION 2018 ADD/DROP FORM

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>NAME:</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
<tr>
<td>CHICO STATE ID NUMBER (IF AVAIL.)</td>
<td></td>
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<tr>
<td>DATE OF BIRTH:</td>
<td>__ / __ / ______</td>
<td>GENDER: ☐ M ☐ F</td>
<td>STUDENT TYPE: ☐ Admitted ☐ Non-Admitted</td>
<td>CLASS LEVEL: ☐ Undergraduate ☐ Graduate / Post-bac</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>Number</td>
<td>Street</td>
<td>Room or Apt.</td>
<td>City</td>
</tr>
<tr>
<td>LOCAL PHONE:</td>
<td>(___) _____ - _______</td>
<td>CELL PHONE: (___) _____ - _______</td>
<td>EMAIL:</td>
<td></td>
</tr>
<tr>
<td>HAVE YOU PREVIOUSLY RECEIVED CREDITS FROM, APPLIED TO, OR ATTENDED CSU, CHICO? ☐ No ☐ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If yes, and different than shown above, name on student record:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Add □ Drop □ Add w/Time Conflict □ Add for Audit</td>
<td>REG NUMBER:</td>
<td>CLASS:</td>
<td>UNITS:</td>
<td></td>
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<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Section</th>
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**SERIOUS AND COMPELLING REASON FOR LATE ADD/DROP:**
See University Catalog for criteria used for evaluating a serious and compelling reason: [http://catalog.csuchico.edu/viewer/12/ACAREGS.html](http://catalog.csuchico.edu/viewer/12/ACAREGS.html)

**STUDENT ACKNOWLEDGEMENT:**
I understand that: 1) my enrollment or drop is not finalized until completed Add/Drop Form with all required signatures is submitted to Continuing Education with payment in full; and 2) I am responsible for reading and understanding the deadline, refund policies, and late fees posted at rce.csuchico.edu/specialsession/winter prior to submitting this form.

I acknowledge that I have reviewed these policies: ____________ (student initials required)

**SIGNATURES NEEDED:**
- After 1st day of class all add/drops or any add needing special permission/override.
- January 3-4: Instructor permission required for all add/drops. A $10 late fee applies.
- Beginning January 5: Instructor, Chair & Dean signatures required for all add/drops. A $10 late fee applies.

*Original signatures by applicable designees required. Please use ink. Signatures valid for 10 business days.*

**INSTRUCTOR:**
Print Name
Signature
Date

**LAB INSTRUCTOR:**
(Print different than class instructor)
Print Name
Signature
Date

**DEPT. CHAIR:**
Print Name
Signature
Date

**COLLEGE DEAN:**
Print Name
Signature
Date

**OFFICE USE ONLY:**
√ Signatures _______ Ref. Amt $ _______
Drop Code _________ Late Fee (if req’d) _______
Initials _________ Date _____________