

Chico State ID Number (If Avail.)			Name:														
			Last			First			M.I.								
Date of Birth:			Gender:			Non-binary/Other			Class Level:								
MM DD YY			M F						Undergraduate			Graduate / Post-bac					
Have You Previously Received Credits from, Applied To, Or Attended CSU, Chico?						No Yes			If yes, known as a different name than above								
Address:																	
Number						Street			Room or Apt.			City		State Zip			
Local Phone:						Cell Phone:			Email:								
I want to:												CLASS NUMBER:		CLASS TITLE:			
Add		Drop		Add w/Time Conflict		Add for Audit				Subject		Number		Section Units			
Add		Drop		Add w/Time Conflict		Add for Audit		CLASS NUMBER:		CLASS TITLE:		Subject		Number Section Units			

SERIOUS AND COMPELLING REASON FOR LATE ADD/DROP:  
See the [University Catalog](#) under the CSU, Chico Academic Policies and Regulations for criteria used for evaluating a serious and compelling reason.

STUDENT ACKNOWLEDGEMENT: I understand that: 1) enrollment or drop is not finalized until completed Add/Drop Form with all required signatures is submitted to Continuing Education with payment in full; 2) I am responsible for reading and understanding the deadline, refund policies, and late fees posted at [rce.csuchico.edu](#) prior to enrollment; (3) that I have received approval to drop from a Financial Aid Advisor if I received Financial Aid; and 4) I understand special session courses and their deadlines are much more condensed than regular semester-length courses.

I acknowledge that I have reviewed these policies: Signature: Date:

REQUIRED SIGNATURES: Original signatures of applicable designees required. See approval schedule on reverse side. Signatures valid for 10 business days.

INSTRUCTOR:	Print Name	Signature	Date
LAB INSTRUCTOR:	Print Name	Signature	Date
DEPT. CHAIR:	Print Name	Signature	Date
COLLEGE DEAN:	Print Name	Signature	Date

FINANCIAL AID USE ONLY	Amt. Not Covered \$	RCE USE ONLY:	Yes	No
Comments:		Form processed for signatures:		
FA Advisor	Date:			

## Adds, Drops & Refunds

### To Add a Class

- On or before the first day of class, follow the standard instructions for class registration. No additional fees or permissions apply.
- Beginning the second day of class, you must submit a completed Special Session Add/Drop Form to Regional & Continuing Education. A \$10 late fee applies.
- Please refer to the Required Approvals list below and on the form for the timeline and necessary signatures
- Semester-long "TBA" course enrollments must be complete and fees paid by the end of the fourth week to avoid late penalty and additional approvals.

### To Drop a Class

- On or before the first day of class, no forms or permissions are required. Email or call Regional & Continuing Education at (530) 898-6105 to drop a class.
- Beginning the second day of class, you must submit a completed Add/Drop Form to Regional & Continuing Education. Please refer to the Required Approvals list below for the timeline and necessary signatures.
- It is your responsibility to confirm that the class has been dropped, your class enrollment status has been cleared, and that any refunds or changes to your financial aid are completed.

### ADDS or Drops with Financial Aid

If you've been admitted to a Special Session Degree Program and have received Financial Aid, you must contact a Financial Aid Advisor regarding your financial obligation prior to changing your schedule. In addition, you may be required to complete a change in enrollment form with that office

### Required Approvals for Adds & Drops

The following signatures are required for adds or drop with a serious and compelling reason, as defined by the University Catalog, will require the approval signatures as follows. Special session classes vary widely in length and meeting patterns. Please contact Continuing Education to confirm specific dates and deadlines.

- 1–2 week courses: Instructor, department chair, and college deans after first day
- 3–4 week courses: Instructor, department chair, and college deans after third day
- 5–10 week courses: Instructor, department chair, and college deans after first week
- 11+ week courses:

On or before the end of the second week: No approvals required

After the second week but before the end of the fourth week: Instructor approval required

After the fourth week: Instructor, chair, and dean approvals required

### Refunds

Special session classes vary widely in length and meeting patterns. Please contact Continuing Education to confirm specific dates and deadlines.

- If a class cancels: 100% refund.
- Drop on or before the first class meeting: 100% refund less \$15 processing fee
- 1–25% of the class has elapsed: 65% refund less \$5 processing fee
- After 25% of the class has elapsed: No refund
- Semester-long "TBA" courses have until the end of the fourth week with no late fees or penalty. A \$15 processing fee will apply.

### Swapping

- Students may "swap" classes by dropping one class and adding another through the third day of each session without a financial penalty.
- Student will need to complete the Add/Drop Form with appropriate signatures as outlined in the add/drop information.