

SUMMER 2020 ADD/DROP FORM

Chico State ID Number (If Avail.) _____ Name: _____
Last First M.I.

Date of Birth: ____/____/____ Gender: M F Non-binary Class Level: Undergraduate Graduate / Post-bac
MM DD YY

Have You Previously Received Credits from, Applied To, Or Attended CSU, Chico? No Yes If yes, known a different name than above _____

Address: _____
Number Street Room or Apt. City State Zip

Local Phone: (____)____-____ Cell Phone: (____)____-____ Email: _____

I want to: Add Drop Add w/Time Conflict Add for Audit REG NUMBER: _____ CLASS: _____
Subject Number Section
 Add Drop Add w/Time Conflict Add for Audit REG NUMBER: _____ CLASS: _____
Subject Number Section

Are you a Summer Aid Recipient? Yes No If yes, a Financial Aid Advisor approval is required prior to making any changes to your schedule. Contact the Financial Aid office to make an appointment.

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 summer.csuchico.edu prior to enrollment; (3) that I have received approval to drop from a Financial Aid Advisor if I received Summer Aid; and 4) I understand summer 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. Please use ink. 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 \$ _____
Comments: _____
FA Advisor _____ Date: _____

RCE USE: Drop Date (Day of Request) _____
v Signatures _____ Ref. Amt. (If Due) \$ _____ Drop Code _____
Late Fee (if req'd) _____ Initials _____ Date _____

Dates, Deadlines & Information

- Registration opens April 1.
- Fees are due at the time of registration. Confirmation of financial aid award is required to defer fee payment.
- The priority deadline for Summer Financial Aid is April 24. Enrollments after the deadline may still be considered, but fees must be paid out of pocket to avoid being dropped from classes for non-payment. Reimbursement will be made later if aid is awarded.
- The last day to register and pay fees via the Chico State Portal is May 8.
- Beginning May 9, all add and drop requests must be made directly to Continuing Education and additional signatures may be required.
- Students who have applied for or been awarded financial aid must also complete a Summer Change of Enrollment form available from the financial aid office or website for any adds or drops beginning May 9.
- A \$10 late fee will apply to any add occurring after the 1st day of class.

Refunds

- You must drop on or before the 1st day of class to be eligible for a full refund less a \$15 processing fee.
- Drops on the 2nd and 3rd day of class are eligible for 65% refund upon submission of completed drop form with proper signature(s) less a \$5 processing fee.
- Drops after the 3rd day of class are not eligible for refund. Proper signatures must still be submitted in order to withdraw.

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.

Required signatures for late adds and drops:

Class Dates: June 1–June 25 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/2 or Later	6/4 or Later	5/9 or Later
Class Dates: June 1–July 9 (6 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/2 or Later	6/8 or Later	5/9 or Later
Class Dates: June 29–July 23 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/30 or Later	7/2 or Later	5/9 or Later
Class Dates: July 27–August 18 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
7/28 or Later	7/30 or Later	5/9 or Later
Class Dates: June 1–August 18 Dates listed are for semester long TBA classes. Classes that meet on specific dates require the instructor permission after the first day of class.		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/19 or Later	6/19 or Later	5/9 or Later