

SUMMER 2021 ADD/DROP FORM

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

Date of Birth: MM DD YY Gender: M F Non-binary/Other _____ Class Level: 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: Add Drop Add w/Time Conflict Add for Audit **CLASS NUMBER:** _____ **CLASS TITLE:** _____

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

Dates, Deadlines & Information

- Registration opens April 1.
- Fees are due at the time of registration. Confirmation of financial aid is required to defer fee payment.
- The priority deadline to secure Summer Financial Aid is April 30. After the deadline you 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 14.
- Beginning May 15, all add and drop requests must be made directly to Continuing Education and additional signatures may be required.
- Students who have been awarded financial aid must also complete a Summer Change of Enrollment form available from the financial aid and RCE website for any adds or drops beginning June 1st.
- 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 24 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/2 or Later	6/4 or Later	6/01 or Later
Class Dates: June 1–July 8 (6 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/2 or Later	6/7 or Later	6/01 or Later
Class Dates: June 28–July 22 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
6/29 or Later	7/1 or Later	6/01 or Later
Class Dates: July 26–August 17 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor (if applicable)
7/27 or Later	7/29 or Later	6/01 or Later
Class Dates: June 1–August 17 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)
6/21 or Later	6/21 or Later	6/01 or Later