

SUMMER 2019 ADD/DROP FORM

CHICO STATE ID NUMBER (IF AVAIL.) NAME: _____
Last First M.I.

DATE OF BIRTH: ____/____/____ GENDER: M F CLASS LEVEL: Undergraduate Graduate / Post-bac
MM DD YY

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

LOCAL PHONE: (____)____-____ CELL PHONE: (____)____-____ EMAIL: _____

HAVE YOU PREVIOUSLY RECEIVED CREDITS FROM, APPLIED TO, OR ATTENDED CSU, CHICO? No Yes

If yes, and different than shown above, name on student record: _____

Add Drop Add w/Time Conflict Add for Audit REG NUMBER: |____|____|____| CLASS: _____ UNITS: _____
Subject Number Section

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>

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/specialsession/summer prior to enrollment; and 3) 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 (if different than class instructor) Signature Date

DEPT. CHAIR: _____
Print Name Signature Date

COLLEGE DEAN: _____
Print Name Signature Date

RCE USE ONLY:
 v Signatures _____ Ref. Amt \$ _____
 Drop Code _____ Late Fee (if req'd) _____
 Initials _____ Date _____

FINANCIAL AID USE ONLY: Amt Not Covered \$ _____
 Comments _____
 FA Advisor: _____ Date _____

Dates, Deadlines & Information

- Registration opens April 2.
- Fees are due at the time of registration. Confirmation of financial aid application or award is required to defer fee payment.
- The priority deadline to apply for Summer Financial Aid is April 26. Applications received 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 16.
- Beginning May 17, 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 17.
- 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 3 - June 27 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor <i>(if applicable)</i>
6/4 or Later	6/6 or Later	5/17 or Later
Class Dates: June 3 - July 11 (6 week)		
Instructor	Chair & Dean	Financial Aid Advisor <i>(if applicable)</i>
6/4 or Later	6/10 or Later	5/17 or Later
Class Dates: July 1 - July 25 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor <i>(if applicable)</i>
7/2 or Later	7/4 or Later	5/17 or Later
Class Dates: July 29 - August 20 (4 week)		
Instructor	Chair & Dean	Financial Aid Advisor <i>(if applicable)</i>
7/30 or Later	8/1 or Later	5/17 or Later
Class Dates: June 3 - August 20 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 <i>(if applicable)</i>
6/20 or Later	6/20 or Later	5/17 or Later