### SUMMER 2020 ADD/DROP FORM

**Name:**

**Chico State ID Number (If Avail.):**

**Last** | **First** | **M.I.**
--- | --- | ---

**Date of Birth:**

**Gender:**

- [ ] M
- [ ] F
- [ ] Non-binary

**Class Level:**

- [ ] Undergraduate
- [ ] Graduate / Post-bac

**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

**I acknowledge that I have reviewed these policies:**

Signature: ____________________________________________________________________________ Date:

### REQUIRED SIGNATURES:

**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 ________________**

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CSU, Chico Regional & Continuing Education | 400 West 1st Street, Chico, CA 95929–0250 | 530–898–6105 | rce@csuchico.edu | summer.csuchico.edu

Rev. 11/20/19
Dates, Deadlines & Information

- Registration opens April 1.
- 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 24. 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 15.
- Beginning May 16, 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 16.
- 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:

<table>
<thead>
<tr>
<th>Class Dates: June 1–June 27 (4 week)</th>
<th>Instructor</th>
<th>Chair &amp; Dean</th>
<th>Financial Aid Advisor (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2 or Later</td>
<td>6/4 or Later</td>
<td>5/16 or Later</td>
<td></td>
</tr>
<tr>
<td>Class Dates: June 1–July 9 (6 week)</td>
<td>Instructor</td>
<td>Chair &amp; Dean</td>
<td>Financial Aid Advisor (if applicable)</td>
</tr>
<tr>
<td>6/2 or Later</td>
<td>6/8 or Later</td>
<td>5/16 or Later</td>
<td></td>
</tr>
<tr>
<td>Class Dates: June 29–July 23 (4 week)</td>
<td>Instructor</td>
<td>Chair &amp; Dean</td>
<td>Financial Aid Advisor (if applicable)</td>
</tr>
<tr>
<td>6/30 or Later</td>
<td>7/2 or Later</td>
<td>5/16 or Later</td>
<td></td>
</tr>
<tr>
<td>Class Dates: July 27–August 18 (4 week)</td>
<td>Instructor</td>
<td>Chair &amp; Dean</td>
<td>Financial Aid Advisor (if applicable)</td>
</tr>
<tr>
<td>7/28 or Later</td>
<td>7/30 or Later</td>
<td>5/16 or Later</td>
<td></td>
</tr>
</tbody>
</table>

Dates listed are for semester long TBA classes. Classes that meet on specific dates require the instructor permission after the first day of class.

<table>
<thead>
<tr>
<th>Class Dates: June 1–August 18</th>
<th>Instructor</th>
<th>Chair &amp; Dean</th>
<th>Financial Aid Advisor (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/18 or Later</td>
<td>6/18 or Later</td>
<td>5/16 or Later</td>
<td></td>
</tr>
</tbody>
</table>