

Please print clearly in ink

Legal Name _____ Date _____
 Last Name First Name M.I. Student ID Number

Phone Numbers _____
 (Day) Area Code Number (Message) Area Code Number

Please Review Calendar on Reverse

A-ADD D-DROP	CLASS NUMBER	DEPT.	COURSE NUMBER	SECTION NUMBER	UNITS	SIGNATURE OF INSTRUCTOR - REQUIRED AFTER WEEK 3 FOR DROPPED COURSES	DATE	SIGNATURE OF PROGRAM CHAIR REQUIRED WEEKS 4-10	DATE
A	1234	MATH	950	01	3	E X A M P L E			

Number of enrolled units before change

Number of enrolled units after change

Please give reason for Add/Drop. (Weeks 4-10) Attach additional sheet, if necessary.

Late Registration/Change of Program is not official until processed in the Enrollment Center.
NOTE: Registration fees are due immediately upon submission of this form.
Failure to pay will result in you being dropped from your classes.

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Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis	Late Registration
Weeks 1-3 Beginning Week 4: students dropping a class will receive a W	Drop class(es) using the “Change of Program” form (instructor approval not required) Or Drop via the web: my.CSUCI.edu	Drop class(es) using the “Change of Program” form (instructor approval not required) Or Drop via the web: my.CSUCI.edu <i>(Consult the Financial Aid office if you are receiving funds)</i>	Add using the “Change of Program” form (instructor approval required) Or Add via the web: my.CSUCI.edu (Permission number required)	File “Change of Program” form in the Enrollment Center.	Register using the “Change of Program” form (instructor approval required) Or Add via the web on my.CSUCI.edu (Permission number required) \$25.00 Late Registration Fee in addition to other registration fees.
Week 4 Students dropping a class will receive a W	Allowed for serious and compelling reasons. File “Change of Program” form in the Enrollment Center. (instructor and program chair approval required) Enter reasons on form. Documentation may be required.	Normally not permitted. File “Change of Program” form in the Enrollment Center. (instructor and program chair approval required) Enter reasons on form. Documentation may be required.	NOT PERMITTED	NOT PERMITTED	Normally not permitted. File “Change of Program” form in the Enrollment Center. (instructor and program chair approval required) Enter reasons on form. Documentation may be required. \$25.00 Late Registration Fee in addition to other registration fees
Week s 5-10 Students dropping a class will receive a W	Allowed for serious and compelling reasons. File “Change of Program” form in the Enrollment Center. (instructor and program chair approval required) Enter reasons on form. Documentation may be required.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	Normally not permitted. File “Change of Program” form in the Enrollment Center. (instructor and program chair approval required) Enter reasons on form. Documentation may be required. \$25.00 Late Registration Fee in addition to other registration fees
Last 6 weeks of instruction to end of term	NOT PERMITTED	Allowed for serious and compelling reasons. File “Change of Program” form in the Enrollment Center. (instructor and program chair approval required) Enter reasons on form. Documentation may be required.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED

Please make every effort to complete all of your changes during the first three weeks of the semester.

Student eligibility for financial aid is based on enrollment. A student who completely withdraws from a period of enrollment (including medical withdrawals) may be subject to repayment. Financial aid recipients should consult a financial aid representative for additional information.

Criteria for Late Add/Drop or Changes in the Basis of Grading

Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading after the third week. Students must present proof of a serious and compelling reason for withdrawal.

Medical Withdrawal

A medical withdrawal constitutes complete withdrawal from the University for the academic period in question. Beginning with the fourth week of the semester, students who find it necessary to withdraw from the University for medical reasons may be required to present documentation. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal.