

## Fall 2018 Add Form – Week 4 Only

*This form will not be accepted before or after the fourth week of classes.*

### Instructions for Adding a Class During Week 4

- 1) Obtain instructor signature for the class you wish to add.
- 2) Sign and date the bottom of the form.
- 3) Submit completed form to the Enrollment Center, first floor, Sage Hall before the end of business on **Friday, September 21, 2018**.  
NOTE: *Forms placed in the drop box after business hours on 9/21 will not be processed.*
- 4) It is the student's responsibility to pay any additional fees by published deadlines. Students are advised to verify account status and payment deadlines with Student Business Services.

**\*\*Be sure to check Enrollment Center hours before arriving at Sage Hall\*\***

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Class Number	Subject	Course Number	Section Number	Units	Instructor Signature	Date
1234	MATH	100	02	3	Example	

Number of enrolled units before change \_\_\_\_\_ Number of enrolled units after change \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Office Use Only- Records & Registration**

Processed by: \_\_\_\_\_ PS Update: \_\_\_\_\_ Student Notified: \_\_\_\_\_  
(Staff Initials) (Date) (Date)

**Add/Drop Forms are not official until processed in the Enrollment Center**

<b>Calendar Period</b>	<b>Drop Class</b>	<b>Complete Withdrawal</b>	<b>Add Class</b>	<b>Change of Grading Basis</b>	<b>Late Registration</b>
<b>Weeks 1-3</b>	Drop Class(es) via the Web: <a href="#">myCI</a>	Drop all classes via the Web: <a href="#">myCI</a>  <i>Consult Financial Aid if receiving funds</i>	Add using Instructor generated permission numbers.  Tuition Fees due immediately	Change via the Web: <a href="#">myCI</a> (instructor approval not required)	Register using Instructor generated Permission numbers.  \$25.00 Late Registration Fee in addition to other registration fees.  Tuition Fees due immediately
<b>Week 4</b>  <b>Students dropping a class will receive a W</b>	<b>Allowed for serious and compelling reasons only.</b>  File a Drop form (instructor and program chair approval <b>required</b> ).  Reason must be entered on form; documentation may be required.	<b>Allowed for serious and compelling reasons only.</b>  File a Term Withdrawal form (instructor and program chair approval required).  Reason must be entered of form; documentation is required.	Add using the Add form (instructor approval <b>required</b> .)  Tuition Fees due immediately	<b>NOT PERMITTED</b>	File an Add form (instructor approval <b>required</b> ).  \$25.00 Late Registration Fee in addition to other registration fees.  Tuition Fees due immediately
<b>Weeks 5-12</b>  <b>Students dropping a class will receive a W</b>	<b>Allowed for serious and compelling reasons only.</b>  File a Drop form (instructor and program chair approval <b>required</b> ).  Reason must be entered on form; documentation is required.	<b>Allowed for serious and compelling reasons only.</b>  File a Term Withdrawal form (instructor and program chair approval required).  Reason must be entered of form; documentation is required. Dean will review for approval.	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>
<b>Weeks 13-16</b>  <b>Students withdrawing will receive W grades</b>	<b>NOT PERMITTED</b>	<b>Allowed for serious and compelling reasons only.</b>  File a Term Withdrawal form (instructor and program chair approval required).  Reason must be entered on form; documentation is required. Dean will review for approval.	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>

**Please make every effort to complete all 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 the semester may be subject to repayment (including medical withdrawals). Financial aid recipients should consult a financial aid representative for additional information.

**Criteria for Late Add/Drop or Changes in 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 are required to present documentation. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal.