

# SPRING SEMESTER 2020 ADD/DROP FORM

ID # \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASS LEVEL \_\_\_\_\_ MS#: \_\_\_\_\_

RETURN COMPLETED FORM TO THE STUDENT RECORDS OFFICE

*Please read carefully, signature requirements differ according to the Add/Drop period.*

**Add/Drop Period 1:** Students may make changes immediately following initial registration on **WebAdvisor** until Sunday, January 5. Instructor's signature **ONLY** required to add a closed course, for instructor's consent, or to override prerequisite(s).  
 -----  
**Add/Drop Period 2:** Monday, January 6 – Tuesday, January 14 at 3:30 p.m.  
 Instructor's signature **required** for **all** drops, adds, and audits.

<b>ADD COURSES</b>				
Dept	Num	Sec	Units	Instructor's Signature

<b>DROP COURSES</b>				
Dept	Num	Sec	Units	Instructor's Signature

Maximum load of 20 units plus 1 PEA if cumulative GPA is 3.00 or 3.00 semester GPA in two previous semesters (12 unit minimum.)

**Please Note:** A \$40.00 late fee will be billed to your student account for all courses added **after Jan. 14**. A "W" will be recorded on your transcript for all courses "dropped" **between January 15 and the withdrawal deadline of 3:30 p.m. on April 3.**