

# CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

## ADD / DROP SLIP

COURSE # (i.e. Eng 101)	CLASS # (10566)	COURSE TITLE (Freshmen Composition)	UNITS (4)	DROP	ADD (X)	Closed	Open	Dept Approval	RRE Office Use
1.									
Lab/Activity									

**REQUIRED SIGNATURES FOR THIS COURSE:** (Both are always required for closed classes.)

Instructor: (Required beginning the 2nd week of classes.) X _____ Date _____	Chair: (Required beginning the 3rd week of classes.) X _____ Date _____
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Student Signature

Date

( )

Phone #

## INSTRUCTIONS TO ADD OR DROP

### **To Drop A Class:**

You may drop a class using the on-line system, MyCoyote, through the third week of classes (census). Check the quarterly class schedule for the exact census date. Or, if you are in need of additional assistance, you may bring this ADD/DROP form to the Registrar's Office located in the University Hall lobby, room 171. **SIGNATURES ARE NOT REQUIRED TO DROP CLASSES BY THE CENSUS DATE.**

### **To Add An Open Class:**

1st Week of Classes: You may add an open class through the end of the first week of classes via MyCoyote. Check the quarterly class schedule for the exact date. 2nd Week of Classes: To add an open class, the signature of the class instructor is required as approval to enroll. 3rd Week of Classes: The signatures of the class instructor and department chair (of the class) are required as approval to enroll through the third week of classes. During the 2nd and 3rd weeks of classes, and once you have obtained the required signatures, bring this form to the Registrar's Office located in the lobby of UH-171 for processing. (Check the quarterly class schedule for the exact deadlines.)

### **To Add A Closed Class:**

You may add a closed class *only* with the approval of the class instructor and department chair of the class through the third week of classes (census). Once you have obtained the two signatures, bring this form to the Registrar's Office located in University Hall lobby, UH-171 for processing. (Check the quarterly class schedule for the exact census date.)

**PLEASE NOTE: Classes requiring departmental approval** need to be reviewed by the department for requirements such as pre-requisites, GPA, classification status, or student level BEFORE obtaining the signatures of the instructor and chair.