College of Natural Sciences Add/Drop Request Process

The Office of the Registrar is currently developing an online process for Add/Drop requests. Until it is launched, the College of Natural Sciences (CNS) is employing an email-chain process approved by the Office of the Registrar to review and approve such requests and meet the needs of students. This email-chain process is similar to the paper forms that are typically used as they ask students to provide the same types of information and they require approvals from the instructor, department chair, and Office of the Dean before they are sent to the Office of the Registrar for final processing.

STUDENTS

To drop a class:
1. Log into MyCoyote (the university’s online registration system) by the census deadline specified for each academic term. For Spring 2020, the census deadline is April 20. For Summer 2020, the census deadline is June 30. No record will be made of enrollment (no grade of “W”) in courses that are dropped by the census date. The Office of the Registrar will send you a confirmation email once it has processed the request.

To add a class
1. Please send an email to the instructor of the class you are trying to add, and indicate that you are submitting an add request. Use your official CSUSB email. If you do not know the instructor’s email, this information can be looked up via the CSUSB Campus Directory.

2. Use “Add Request” in the subject heading to make the email’s intent clear to the instructor.

3. Please include the following information in the email:
   • Your name
   • Your Coyote ID#
   • The course(s) you are trying to add. Include Course # and Section #, Class #, Course Title, and Number of Units. (Example: NSCI 306-04, #42656, Expository Writing, 4 units)
   • The term and year of the course you are trying to add (example: Spring 2020)
4. Your request will be reviewed by the instructor and the department chair. If the instructor or department chair do not approve the request, they will notify you via email. If they do approve the request, they will notify you via email and forward the request to the Office of the Registrar. After the Office of the Registrar receives it and completes final processing, the office will enroll you in the class and send you a confirmation email.

INSTRUCTORS (add requests)
1. Please review the student’s Add request as soon as possible. Time is of the essence. If any information is missing, you may choose to ask the student to provide it, look it up in PeopleSoft, or request that an ASC/ASA look up that information.

2. If you approve the request:
   • Forward the email chain to the department chair, clearly indicating to the chair that you have approved the request and copy the student. If the request is for an NSCI course and you have approved it, please forward the email chain to Deanna Rinebolt at drinebol@csusb.edu. This request will be routed to the Associate Dean or the Designee for review and approval.
   • If the department chair does not approve the request, the chair will notify you of this and provide you the reason(s) for their disapproval via the email chain, and copy the student.

3. If you disapprove the request, please communicate that to the student via the email chain. Please provide the student the reason(s) for your disapproval.

DEPARTMENT CHAIRS (add requests)
1. Please review the instructor’s approval and determine if you approve or disapprove of the request as soon as possible. Time is of the essence.

2. If you approve the request, forward that email chain to the Office of the Registrar at registrationhelp@csusb.edu, clearly indicating your approval in the email chain. Please copy the student and cns@csusb.edu in the email.

3. If you disapprove the request, please clearly indicate the disapproval and the reason(s) for the disapproval in the email chain and copy the instructor and the student.

OFFICE OF THE DEAN (add requests)
1. For Add requests that have been approved by the instructor and department chair (and forwarded to the Office of the Registrar), please log the request and actions taken if applicable.

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