

# SJS- Academic Office

## Course Add/Drop Form



Please Note:

1. Students may add or drop a course before the add/drop date (the 10<sup>th</sup> class day of the semester).
2. Permission and signature of instructor is required if the class has already started meeting or if the student has not satisfied one or more prerequisites for the course.
3. Permission and signature of the Academic Dean is required if the student will register for more than 17 units.
4. Completed form must be turned into the Registrar's Office before the deadline.

**Student's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_  
Last First

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Add/ Drop					
<b>Circle One</b>		<b>Course No.</b>	<b>Course Title</b>	<b>Circle One</b>	
Add	Drop			Acad. Credit	Audit
Instructor's Signature (if needed): _____					

<b>Circle One</b>		<b>Course No.</b>	<b>Course Title</b>	<b>Circle One</b>	
Add	Drop			Acad. Credit	Audit
Instructor's Signature (if needed): _____					

<b>Circle One</b>		<b>Course No.</b>	<b>Course Title</b>	<b>Circle One</b>	
Add	Drop			Acad. Credit	Audit
Instructor's Signature (if needed): _____					

*Student attests that they are aware of the impact of this add/drop transaction on their academic progress, time to degree, and unit load.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Special permission to take course load of more than 17 units.*

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sonis \_\_\_\_ plan of studies \_\_\_\_