

Signatures Required For Processing Enrollment Transactions

(for full-term classes; for shorter sessions, please consult with an Enrollment Services staff member)

TRANSACTION	9/5 - 9/11 1 ST WEEK	9/12 - 9/18 2 ND WEEK	9/19 and on WEEK 3 and BEYOND
REGISTER	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Advisor or Success Coach
ADD	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Advisor or Success Coach
DROP <i>(course will not appear on transcript or count towards units attempted for the term)</i> <i>Without W's</i>	Students Drop Without Academic Penalty		Appeal for late drop required Consult with Advisor or Success Coach
WITHDRAWAL <i>(course will count towards units attempted, and will appear on transcript with a grade of W)</i>	Not Applicable		No signatures required before deadline date of November 9
APPROVAL TO REGISTER FOR COURSES WITH TIME CONFLICTS	Both Professors; Both Chairs		
APPROVAL TO ENROLL WITHOUT PRE-REQ	Professor and Chairperson		
APPROVAL TO TAKE 20, 21, 22 OR MORE CREDITS	Dept. Chair of student's Major Advisor signature on card required.		
APPROVAL FOR UNDERGRADUATE STUDENT (NON-DUAL) TO TAKE GRADUATE COURSE	Dept. Chair of graduate course		
LATE WITHDRAWAL (PARTIAL)	After Nov 9th -Advisor, Professor, Chair and Dean's Signature Required		
LATE WITHDRAWAL ENTIRE PROGRAM	After November 9th - Dean's Approval is required.		
LATE PASS/FAIL	After November 9th - Dean's Signature Required		
CHANGE IN AUDIT STATUS			Professor, Chairperson and Dean

Signatures must be obtained in the order listed.

Signatures are obtained by course, not major.