

Signatures Required For Processing Enrollment Transactions

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

TRANSACTION	9/6 - 9/12 1 ST WEEK	9/13 - 9/19 2 ND WEEK	9/20 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) Without W's</i>	Students Drop Without Academic Penalty		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 10
APPROVAL TO REGISTER FOR COURSES WITH TIME CONFLICTS	Both Professors; Both Chairs		
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 10th -Advisor, Professor, Chair and Dean's Signature Required		
LATE WITHDRAWAL ENTIRE PROGRAM	After Nov 10th - Dean's Approval is required.		
LATE PASS/FAIL	After November 10th - 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.**