



## Add/Drop Courses & Change Grading Basis Form

- Add and drop courses are only allowed during the first week of instruction.
- During the 2nd and 3rd week of class, you may file a petition to change your class only if you received CAO's approval.

<b>Name: Last, First M.</b>	<b>Date of Birth</b>	<b>Student ID</b>
<b>Major</b> <input type="checkbox"/> Master of Business Administration <input type="checkbox"/> Associate of Arts in Accounting	<b>Concentration</b> <input type="checkbox"/> Int'l Business & Management <input type="checkbox"/> Accounting <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Management Information Systems <input type="checkbox"/> Business & Management <input type="checkbox"/> Finance	
<b>Reason for requesting the change of courses</b> <input type="checkbox"/> Add/Drop Courses <input type="checkbox"/> Change Grading basis of course(s) <input type="checkbox"/> Withdraw course(s) <input type="checkbox"/> Other _____		

<b>Year</b>	<b>Quarter</b>
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ADD/DROP	Grade Basis	Course Number	Course Title	Day	Fee
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				
<input type="checkbox"/> Add <input type="checkbox"/> Drop	<input type="checkbox"/> Letter / <input type="checkbox"/> Alternative				

*\$35 Fee will be assessed to any returned check, either for Non-Sufficient Funds or for Stop Payments.*

*By signing this form, I acknowledge that I have read and understand the contents of this form, and agree to the policies and procedures of registration.*

<b>Student's Signature</b>	<b>Date</b>
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----- Office Use -----

Received by \_\_\_\_\_ Date \_\_\_\_\_

Late Add    Drop with a 'W'    Drop without a 'W'    Other \_\_\_\_\_

Approved    Denied    Incomplete   Reason/Comments: \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_



### Registration & Enrollment

Change Period	Action	Method	Fee
Week 1	Add course Drop course Change grading basis	Use Add/drop form	\$0.00
Week 2	Change grading basis	Use Add/drop form	\$0.00
	Add course Drop course Late Registration	Use Add/drop form Registration Form	\$5.00
Week 3	Late registration	By petition and CAO/COO Approval	\$50.00
Weeks 3-4	Change grading basis	By petition and CAO/COO Approval	\$10.00
Weeks 5-11 or Graded course	Change grading basis	By petition and CAO/COO Approval	\$35.00

#### REGISTRATION AND ENROLLMENT

Students are required to register for classes each quarter during the announced registration period and to pay a Registration Fee, tuition and related fees. Students must register for the required minimum number of quarter units, as applicable for their course within the announced registration period. A late registration fee will be assessed for registrations made beyond the registration period. No late registrations will be accepted beyond the Add-Drop period.

#### Course Changes (Withdrawal)

Students who officially withdraw from a course between weeks 1-2 of a regular academic quarter will not receive any notation on their transcript. Students who withdraw from a course between weeks 3-4 of a regular academic quarter will receive a non-punitive notation of "W" on their transcripts, indicating the withdrawal. Students cannot withdraw from a course after the fourth week of a regular academic quarter. It is the student's responsibility to withdraw officially from a course or all courses. Failure to attend a course

does not constitute a withdrawal. Students who stop attending courses without officially withdrawing will receive a grade of "I" (incomplete), which is calculated to an "F" grade.

#### Add and Drop

Students can add and drop a course during the first week; or change grading basis through the end of the last day of the second week without charge. After the second week of instruction, a fee is charged to make a change. Anything submitted or requested as an exception to a published deadline is subject to an additional penalty fee (included where applicable).

#### Pass / No Pass

Graduate Students may take up to sixteen quarter units (i.e. 4 courses) of elective courses attempted towards the completion of the degree program on a Pass/No Pass basis. Students should consult with the Registrar or Chief Academic Officer regarding the choice of "P/NP" grading for courses in the major.

After initial registration in an elective course, in order to change the grading basis (e.g., to "P/NP") students must submit a registration form to the Admin Office of the University Registrar by the end of the second (2nd) week of an academic quarter. Graduate students can change grading basis on optionally graded courses with no fee during weeks 1 - 2 of the term. In weeks 3 - 4, students are charged a per-class change fee of \$10. In weeks 5 - 11, students are charged a per-class change fee of \$35. Please consult the Admin Office fee schedule for current fees. Once a course is graded, students may request a change in grading option, only by petition and based on approval by the CAO/COO.

A student who satisfactorily completes a "P/NP" course will receive a "P" grade. Credit will be granted. However no grade points are assigned and it is not computed in the GPA. "P" grades are equivalent to a "C" grade or higher.

A grade of "NP" (no pass) will be assigned when the requirements for credit in the course have not been satisfied with a level of "C" or higher. "NP" grades are given for "C-" and below. No credit is granted, no grade points are assigned and the "NP" is not computed in the GPA.