



**CALIFORNIA STATE UNIVERSITY MONTEREY BAY
CAMPUS SERVICE CENTER – OFFICE OF THE REGISTRAR**

100 CAMPUS CENTER • STUDENT SERVICES BUILDING • SEASIDE, CA 93955 • PHONE (831) 582-5100

Add/Drop Form (Schedule Adjustment)

Spring 2020

This form is used to ADD or DROP a class, or to request to AUDIT a class during the add/drop period only.

Instructions:

1. Complete student information and course information. Use blue or black ink only to complete.
2. Obtain instructor approval signature for course add or course audit. Signatures must be no more than 3 working days old when the form is presented for processing, or it will not be accepted. Copy of instructor email authorization can be attached to the form in lieu of signature; email must be from instructor's CSUMB email and specifically indicate authorization to add, class number, and subject & course number.
3. Submit completed Add/Drop form to the Campus Service Center for processing. Please no scanned or emailed copies. Form must be submitted by the student with picture identification.

Deadlines

END OF ONLINE ADD PERIOD: JANUARY 27, 2020

Beginning **January 28**, an instructor's signature will be required to add any course. Students may drop courses online.

END OF ADD/DROP PERIOD: FEBRUARY 3, 2020

Beginning **February 4**, students can no longer use this form. Use the Late Registration Request form to enroll in a class and use the Withdrawal Request form to withdraw from a class.

Part 1: Student Information

STUDENT ID	LAST NAME	FIRST NAME
PHONE NUMBER	E-MAIL ADDRESS	
STUDENT SIGNATURE		DATE

Part 2: Course Information

Action (Add, Drop, Audit)	Class Number	Subj. & Course No. (Ex. Kin 100)	Section	Units	Instructor's Signature	Date

OFFICE USE ONLY:	
Processed by:	Date: