

After Census Add Form

(this form to be used when adding a course AFTER Census)

Instructions for Adding a course BEFORE Census

- Obtain a permission number from the course instructor, and register for the course, using the permission number, online at MyCSUStan.
- If adding a course(s) changes your registration status from part time fees (0-6 units) to full time fees (7 units and over), additional fees will be required and **TUITION FEES MUST BE PAID BEFORE COURSE(S) CAN BE ADDED.**
- If you encounter problems with registration, please visit Enrollment Services at MSR 120, or contact the office at (209) 667-3264.

Instructions for Adding a course AFTER Census

- Complete this form and obtain instructor(s) signature.
- Complete the Petition for Exception to University-Wide Requirements and pay the \$10.00 fee at the Cashier's office, MSR 110.
- Obtain the appropriate signatures on the petition.
- Attach the required detailed and specific documentation explaining the reason for the late add.
- **Both forms must be completed including all required signatures prior to review.**
- If not currently registered and adding course(s), **TUITION FEES MUST BE PAID BEFORE COURSE(S) WILL BE ADDED**
- If adding a course(s) changes your registration status from part time fees (0-6 units) to full time fees (7 units and over), additional fees will be required and **TUITION FEES MUST BE PAID BEFORE COURSE(S) WILL BE ADDED**

University ID# _____ Term/Year _____ Date _____

Name _____ Phone # () _____
First Last

ADD COURSE(S)

5 Digit Class #	Subject	Course#	Section	Grading Option			Instructor Signature
				Letter	CR/NC	Audit	

Student signature _____ Date _____