

INSTRUCTIONS

Please follow these instructions if your classes have a time conflict

Student should fill out form and follow the steps below:

*There should be two courses listed on the form along with signatures- One course is the course you are adding. Second course is the course for which there is a time conflict.

1. Complete the form and type your name on the signature line at the bottom of the form
2. Email the form to instructors
3. **Instructors-** Email form to registrar@csustan.edu.

(Signatures are not required from instructor as the email will serve as consent)

Please follow these instructions if you have excess units

Student should fill out form and follow the steps below:

1. Complete the form and type your name on the signature line at the bottom of the form
2. Email the form to department chair for approval.
3. **Department chair-** Email form to registrar@csustan.edu.

(Signatures are not required from the department chair as the email will serve as consent)

REGISTRATION OPTIONS FORM

University ID#	Last Name	First Name	Term/Year

Time Conflict

To register for a class with a Time Conflict, complete the Registration Options Form and submit to Enrollment Services for processing before the last day to add. By signing this form the student acknowledges it is his/her responsibility to contact the instructors for both classes regarding the time conflict.

Class No.	Subject	Course No.	Section No.	Grading Option			Instructor Signature
				Letter	CR/NC	Audit	
Student's Signature						Date	

Excess Units

To be registered in Excess Units you will need approval from the Department Chair before the last day to add. Submit signed Registration Options Form to Enrollment Services for processing.

Total Units Authorized for Term	<input style="width: 40px; height: 30px;" type="text"/>	Major Dept. Chair Signature	Date
		Student's Signature	Date

Grading Option

To change the Grading Option after Census you will need the instructor's signature. Submit signed Registration Options Form to Enrollment Services for processing.

Class No.	Subject	Course No.	Section No.	Grading Option			Instructor Signature
				Letter	CR/NC	Audit	
Student's Signature						Date	