



ADD/DROP/WITHDRAW Form

Use ONLY if unable to add/drop/withdraw via portal

DROP/WITHDRAW: If you are **dropping/withdrawing from a course**, you do **not** need the instructor's permission and you may drop/withdraw online. You need to consult either your humanities, social sciences, and the arts or technical advisor, depending on what kind of course you are dropping or withdrawing from.

Last Name: First Name: Class of **20**:

Semester: Fall Spring Summer Year: **20** Student ID:

Student Signature: _____ Date: _____

The following requests also **REQUIRE** a petition to the Scholarly Standing Committee (SSC)*; *please attach SSC petition with this request.*

- ✓ **LATE ADD/DROP/WITHDRAW** – after the published deadline in the academic calendar
- ✓ **A change that will create an underload (under 12 units)**

| Check One | Course Number | Sect # | Course Title | Units | Instructor Signature (Only for Late ADD) |
|--|---------------|--------|--------------|-------|---|
| <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> WITHDRAW | | | | | |
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| | HSA Advisor | First Year/Tech Advisor | 2 nd Tech Advisor (if applicable) |
|------------------|-------------|-------------------------|--|
| Name | | | |
| Signature | | | |

- ***ONLY** the following requests **REQUIRE** an additional approval from the Associate Dean for Academic Affairs:
- ✓ **CORE COURSE DROP/WITHDRAW:** If you are dropping/withdrawing from a **Core** course, you may not drop/withdraw online.
 - ✓ **A change that will create an overload (over 18 units)**

Associate Dean for Academic Affairs

Signature _____