

CDSP Change of Enrollment Form

Students: Use this form to submit requests for changes to your enrollment after registration has closed in SONIS. During open registration periods, you can make these changes yourself in the online registration system without special permission or a fee. Refer to the Academic Handbook and Academic Calendar for specific deadlines.

A \$60 change of enrollment fee will be assessed for each enrollment change requested.

Term: ___ Fall ___ Intersession ___ Spring ___ Summer **Year:** 20___

Student Name: _____ **Student ID #:** _____

ADD A COURSE (Intersession and Summer only):

Course #: _____ Grade Option: ___ Letter ___ Pass/Fail ___ Audit Units: _____

Faculty Signature (required): _____
(name) (date)

DROP A COURSE:

Course #: _____

Faculty permission is required after the 10th week of the semester (Fall and Spring) or after the first class session (Intersession and Summer). Drops requested after these dates will be recorded as a Withdrawal on the student's academic transcript, with a grade of either WP (Withdrew/Passing) or WF (Withdrew/Failing).

Faculty Signature: _____ Grade: ___WP ___WF
(name) (date)

OPTION CHANGE:

Course #: _____ Grade Option: ___ Letter ___ Pass/Fail ___ Audit Units: _____

Faculty Signature (required): _____

Signature Approvals:

Student's Advisor (required): _____
(name) (date)

Academic Dean (required): _____
(name) (date)