

Signatures Required For Processing Enrollment Transactions

TRANSACTION	1 ST WEEK	2 ND WEEK	3 RD WEEK	4 TH WEEK	
REGISTER	Instructor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Academic Counselor		
ADD	Instructor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Academic Counselor		
DROP (course will not appear on transcript or count towards units attempted for the term) Without W's	Students May Drop Without Academic Penalty (25% tuition liability begins in week 2)		Consult with Academic Counselor		
WITHDRAWAL (course will count towards units attempted, and will appear on transcript with a grade of W)	Not Applicable		No signatures required before deadline date (end of 10th week of semester)		
APPROVAL TO REGISTER FOR COURSES WITH TIME CONFLICTS	Both Instructors Both Chairs		Consult with Academic Counselor		
APPROVAL TO TAKE 20, 21, 22 OR MORE CREDITS	Dept. Chair of student's Major & Assoc. Provost for Student Success		Consult with Academic Counselor		
APPROVAL FOR UNDERGRADUATE STUDENT (NON-DUAL) TO TAKE GRADUATE COURSE	Dept. Chair of graduate course				
LATE WITHDRAWAL SINGLE COURSE	After November 9th -Advisor, Professor, Chair and Dean's Signature Required				
LATE WITHDRAWAL ENTIRE PROGRAM	Academic Counselor only (no students) delivers card to Registrar on same day student fills out card.			Dean	
LATE PASS/FAIL	As of week 11 - Dean's Signature Required				
CHANGE IN AUDIT STATUS			Consult with Academic Counselor		
LIABILITY (if appealing)	Assoc. Provost				

Signatures must be obtained in the order listed.
Signatures are obtained by course, not major.