

REGISTRATION ADD/DROP FORM

Dean's Offices: ARTS & SCIENCES: UC 3rd FL CASA EDUCATION: ED 107 MANAGEMENT: UC 3rd FL CASA NURSING & HEALTH PROFESSIONS: CO 102

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INSTRUCTIONS FOR COMPLETING THE REGISTRATION/ADD/DROP FORM

This form is for you and your adviser to use in preparing a class schedule. It is required for in-person registration. It may be used for initial registration, changes to registration (adding and dropping courses), petitioning to enter a closed class, and requesting an exception to normal grading for a course, when permitted.

- Begin by filling in all personal information (name, ID number, the year/term, your college/major, and the degree you are working towards). The year/term is a numeric code. Terms are designated as follows:
 Intersession 10 Spring 20 Summer 30 Fall 40
 For example: The Spring 2018 term is 201820; the Fall 2018 term is 201840.
- 2. Provide an updated local address and indicate in the appropriate box if the address is new.
- 3. In section I, enter your course choices using the space provided. It is important to indicate alternative courses in case your first choice classes are closed.
- 4. Department, course, and section numbers are found in the online Schedule of Classes at http://www.usfca.edu/schedules/ as an alphanumeric code (i. e., PSYC 101-01) before each course title. You are responsible for the accuracy of the code on your form. Course Record Numbers (CRNs), necessary for online registration, can also be found in the online Schedule of Classes.
- 5. Credit Hours are also found in the Schedule of Classes in the column labeled credits.
- 6. Grade Option: For normal course grading, leave this space blank. To request Audit (AU) or Pass/Fail (PF), indicate AU or PF here. Check the USF Catalog and Schedule of Classes for details. Be sure to obtain appropriate signatures (see #8d below).
- 7. Your adviser's signature and your signature are ALWAYS REQUIRED except when changing sections of the same course.
- 8. Other signatures, in addition to your adviser's, may be required depending on when this form is filed with the Office of the University Registrar. Follow the guidelines below:
 - a. To add after the first week of class: Instructor and Instructor's Dean
 - b. To petition to enter a closed class: Instructor and Instructor's Dean
 - c. To drop after the Last Day to Drop with a 100% Refund Date (with a "W"): Instructor and Student's Dean
 - d. To change grade option after the Census Date: Student's Dean
 - e. To register for more than 18 credits at the undergraduate level: Student's Dean

Please note that the Last Day to Drop with a 100% Refund date may vary by course. Please refer to information listed in # 10 to determine the Last Day to Drop with a 100% Refund date or the Student Financial Services Office at (415) 422-3387 for assistance.

- 9. Trial Schedule: Use the sample grid below to plan out your first choice schedule.
- 10. Schedule of Classes is available online at http://www.usfca.edu/schedules/.

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Trial Schedule