

STUDENT NAME

LAST										FIRST										MI				

SFSU ADD FORM

PLEASE READ
INSTRUCTIONS
BELOW

SFSU ID#

[] [] [] []	-	[] [] [] []	-	[] [] [] []
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TELEPHONE NUMBER

[] [] [] []	-	[] [] [] []	-	[] [] [] [] [] [] [] []
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SUBJECT	COURSE NO.	SCHEDULE NO.	SECTION
INSTRUCTOR'S SIGNATURE		Work Ext.	Date
SCHOOL DEAN'S SIGNATURE (IF REQUIRED)		Work Ext.	Date

ACTION:
ADD <input type="radio"/>
AUDIT <input type="radio"/>
CHANGE GRADING OPTION TO:
LETTER GRADE <input type="radio"/>
CR/NCR <input type="radio"/>

OFFICE USE ONLY

SFSU ADD FORM INSTRUCTIONS

HOW TO USE ADD FORM:

1. Enter in your NAME and TELEPHONE NUMBER at the top of the form.
2. Enter your SFSU ID# in the spaces provided.
3. Enter:
 - a. SUBJECT and COURSE NUMBER
 - b. SECTION
 - c. COURSE SCHEDULE NUMBER
4. Obtain required SIGNATURES and DATES.

[DATES AND DEADLINE](#)

WHICH SIGNATURES ARE REQUIRED:

1. INSTRUCTOR'S SIGNATURE is required for **all** transactions.
2. SCHOOL DEAN'S SIGNATURE is required for **ADDs** after drop deadline.

WHEN ADD FORM MUST BE TURNED IN:

1. **ADDs** due by drop deadline. Instructor Signature is required.
2. **AUDITs** due by end of second week of classes. Instructor and School Dean's Signature is required.
3. **CREDIT/NO CREDIT** option due by the end of sixth week of classes, visit *MySFSU* to change grading option. This Add Form should only be used to correct a Credit/No Credit option after sixth week of classes. Instructor and School Dean's signature is required.

Return completed form to Registrar's Office - Student Services Center, SSB 101 ONESTOP