

Return to RLS Department Office ADD PERMIT

**This Permit is to be used ONLY during the first TWO weeks of classes
and ONLY for ADDING courses requiring instructors approval.
After the second week of classes, a "Petition to Add/Drop after Deadline" is required.**

Name _____ Telephone Number _____

Student ID# (SSN) _____ Semester/Year _____ E-mail _____

INSTRUCTIONS:

1. Obtain instructor approval and take form to the RLS Department Office.
2. Do not put classes from more than one department on one Add Permit.
3. After 48 hours, call CASPER and check to make sure the course has been added to your schedule.
4. Remember that all HOLDS must be cleared before you can add a class.

Time conflict? (Circle one) **Yes No** Which classes? _____

Add for Credit	Add for Audit	5-digit Course Call No.	Department & Course Number (Example RLS 34)	Section Number	# of Units	Instructor Approval	Date

This ADD PERMIT is to be used for the following actions that require department approval

1. ADD when class limit has been reached via CASPER.
2. ADD when permission from the Department is required (e.g., supervisory courses, special problems, courses not available through CASPER, etc.).
3. CHANGE course registration from Credit to Audit or Audit to Credit.
4. REQUEST exemptions to major or class level restrictions; or test prerequisites.

DEPARTMENT USE ONLY

Added (by): _____ Date: _____

Not Added: Registration Hold _____ Already enrolled in section # _____
 Fees Not Paid Over 21 Units

Comments: _____

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