UNIVERSITY OF SAN FRANCISCO

REGISTRATION ADD/DROP FORM

ARTS & SCIENCES: UC 3RD FL CASA
ARTS & SCIENCES GR: UC 3RD FL CASA
EDUCATION: ED 107
MANAGEMENT UG: UC 3RD FL CASA
MANAGEMENT GR: 101 HOWARD
NURSING: CO 102

NAME: _____ _____ _____
LAST, FIRST USF ID # YEAR/TERM

SCHOOL/COLLEGE: (PLEASE CIRCLE YOUR SCHOOL/COLLEGE)

☐ ARTS & SCIENCES ☐ EDUCATION

☐ MANAGEMENT ☐ NURSING AND HEALTH PROFESSIONS _____ _____
MAJOR DEGREE

☐ CHECK HERE IF NEW ADDRESS _____ _____
STREET CITY STATE ZIP PHONE

SECTION I: REGISTER OR ADD

	#	DEPT.				COURSE #			SECT #		CRN #					COURSE TITLE	CREDITS	GRADE OPTION	INSTRUCTOR/DEPT. CHAIR SIGNATURE
	1	M	U	S		1	0	1	0	1	1	2	3	4	5	EXAMPLE COURSE			☐ WAIVE PREREQ ☐ CLOSED CLASS
REGISTER/ADD	1																		☐ WAIVE PREREQ ☐ CLOSED CLASS
	2																		☐ WAIVE PREREQ ☐ CLOSED CLASS
	3																		☐ WAIVE PREREQ ☐ CLOSED CLASS
	4																		☐ WAIVE PREREQ ☐ CLOSED CLASS
	5																		☐ WAIVE PREREQ ☐ CLOSED CLASS
ALTERNATE	1																		☐ WAIVE PREREQ ☐ CLOSED CLASS
	2																		☐ WAIVE PREREQ ☐ CLOSED CLASS

SECTION II: DROP ONLY

																			AFTER CENSUS DATE
DROP	1																		☐ INSTRUCTOR SIGNATURE
	2																		☐ INSTRUCTOR SIGNATURE
	3																		☐ INSTRUCTOR SIGNATURE
	4																		☐ INSTRUCTOR SIGNATURE
	5																		☐ INSTRUCTOR SIGNATURE

ADVISER'S NAME (PRINT): _____

ADVISER'S SIGNATURE: _____ **DATE:** _____

ADVISER'S SIGNATURE REQUIRED FOR ALL TRANSACTIONS

ACKNOWLEDGEMENT OF TUITION AND FEES

BY REGISTERING FOR COURSES, I AGREE TO:

- ASSUME FINANCIAL RESPONSIBILITY FOR ANY CHARGES AND/OR FEES POSTED TO MY ACCOUNT;
- ASSUME THE RESPONSIBILITY FOR UNDERSTANDING USF'S OFFICIAL POLICIES CONCERNING SCHEDULE CHANGES AND SATISFACTORY ACADEMIC PROGRESS;
- IT IS MY RESPONSIBILITY TO UNDERSTAND HOW THESE CHANGES CAN AFFECT MY FINANCIAL SITUATION WITH REGARD TO FINANCIAL AID ELIGIBILITY. USF MAY IMPOSE LATE FEES AND/OR DEFERMENT FEES ON OUTSTANDING BALANCES. USF RESERVES THE RIGHT TO RECOVER ALL COSTS INVOLVED WITH COLLECTION AND/OR LITIGATION OF DELINQUENT ACCOUNTS. IF MY ACCOUNT MUST BE SENT TO COLLECTION OR LITIGATION DUE TO NONPAYMENT OF THE OUTSTANDING BALANCE, USF RESERVES THE RIGHT TO DEMAND PAYMENT IN FULL FOR SUBSEQUENT SEMESTERS OF ENROLLMENT PRIOR TO THE BEGINNING OF EACH SEMESTER.

STUDENT'S SIGNATURE: _____ **DATE:** _____

DEAN'S SIGNATURE

_____

PERMISSION TO: (CHECK AS NEEDED)

☐ ADD
☐ DROP
☐ ENTER A CLOSED CLASS
☐ CHANGE GRADE OPTION
☐ EXCESS CREDITS:_____

FORM REVISED: 10/15/2014

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.

1. 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 2008 term is 200820; the Fall 2008 term is 200840.

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 One Stop Enrollment and Financial Services Office. 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 contact the One Stop Office at (415) 422-2020 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/.

Trial Schedule

	8:00	9:00	10:00	11:00	NOON	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
M													
T													
W													
R													
F													
S													

Print