



PACIFIC STATES UNIVERSITY

Add / Drop / Swap Petition



Instruction:

1. Please print legibly and fill out this form completely.
2. Obtain instructor's permission for BOTH added and dropped classes, prior to submitting to the Registrar's Office.
3. Student may add or drop courses through the third week of the quarter.

STUDENT INFORMATION

Last Name:	First Name:	Middle Initial:
Student ID Number:	Program / Major:	
Address / Tel:		

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DROP

Course #	Dropped Courses	Day	Hours	Units	Instructor	Instructor's initials

ADD

Course #	Added Courses	Day	Hours	Units	Instructor	Instructor's initials

Reason for Add / Drop /Swap: _____

Student Signature: _____ Date Signed: _____

Advisor Signature: _____ Date Signed: _____

===== FOR OFFICE USE ONLY =====

Financial Affairs Officer:				Registrar :	
Total Added Units		Total Charges	\$	Recorded Date:	
Total Dropped Units		Total Credit	\$		
Balance	\$	Receipt	#		
Note:					