

PRINT CLEARLY (form will not be accepted if illegible)

Name: _____ CSUN Student ID: _____

Term: _____ Year: _____ Major: _____

Phone: _____ CSUN email: _____ @csun.edu

Alternative email: _____ @ _____

Note: This form, with all necessary signatures, must be filed with Admissions and Records BEFORE the "Add a Class" deadline listed in the Change of Academic Schedule after Start of Classes in the Schedule of Classes.

Please plan ahead in order to obtain the signatures before the deadline.

Fill in the following information.

Circle your class level: FR SO JR SR GRAD PBU Interdisciplinary MA/MS

Have you applied for graduation? _____ If yes, when do you expect to graduate? _____

How many hours do you work each week? _____ How many units are you currently enrolled in? _____

How many additional units are you requesting? _____

CSUN GPA _____ Cumulative GPA _____ Number of units completed toward your degree _____

Additional planned course work.

Dept	Course #	Title	Units

Students on Probation

Undergraduate students on probation or an Academic Performance Agreement are required to seek additional academic advisement from their Student Service Center/EOP Satellite (SSC/EOP) and secure the signatures of the SSC/EOP Director and Director of Undergraduate Studies. You will be notified in a timely manner of the decision on your request. If it is approved, you will need to pick up this form from Undergraduate Studies (UN 215) and take it to Admission and Records.

Recommend Approval for _____ additional units. Recommend Denial.

SSC/EOP Director Signature _____ Date _____
Print Name _____

Approved for _____ additional units. Request Denied

Director of Undergraduate Studies _____ Date _____

Students not on Probation

Undergraduate students not on probation who are requesting to add more than 19 units must obtain the signature of the department chair of their major (or his/her designee). Graduate students must obtain the signature of their Graduate Coordinator. PBU or Interdisciplinary MA/MS students must obtain the signature of the Associate Vice President of Graduate Studies. After obtaining the appropriate signature, submit this form to Admissions and Records.

Approved for _____ additional units. Request Denied

Department Chair of Major or Grad Coordinator
Print Name _____ Date _____

AVP of Graduate Studies Date
Required for PBU or Interdisciplinary students