



Office of the Registrar
 University of the Pacific
 3601 Pacific Ave.
 Stockton, CA 95211

ADD/DROP REQUEST FORM

(After deadlines for adding or dropping you must petition the school that offers the course)

University ID Number: _____ **Phone Number:** (____) _____

Student Name: _____ **Pacific E-mail:** _____@u.pacific.edu
Last First Middle

College/School: _____ **Major/Program:** _____

College/School: _____ **Major/Program:** _____

Term/Year: **Fall** _____ **Winter** _____ **Spring** _____ **Summer** _____
Year Year Year Session & Year

I understand that this Add/Drop form is conditionally accepted by the University and that I am responsible for payment of applicable tuition and fees associated with the changes I am making.

Student (signature required): _____ **Date:** _____

COURSES TO BE ADDED:

Instructor Initials	Course Ref. # CRN	Subject	Course #	Sect. #	Course Title	Instructor's Name	Units	Audit P/NC

COURSES TO BE DELETED:

Instructor Initials	Course Ref. # CRN	Subject	Course #	Sect. #	Course Title	Instructor's Name	Units	Audit P/NC

Pass/No Credit Grading Option

This option is for General Education or Elective courses only. Register for the course via insidePacific and submit this form to the Office of the Registrar indicating P/NC in the last column before the last day to add. No signatures are required for this change. Courses taken P/NC may not subsequently be converted to a course credit or grade.

Auditing a Class

This is an option that allows exposure to a course with no course credit or grade given. Auditing is not available in participation courses such as applied music, physical education, art courses of an applied nature, etc. Students auditing a course must pay an auditing fee. Courses taken through auditing may not subsequently be converted to a course credit or grade. Indicate AU in the last column you elect to take the course for audit. A \$50.00 charge will be billed to your student account for each audited course. If an audited course is withdrawn, an "AW" grade will be given. Instructor and Department Chair signatures are required.

▶ **Department Chair Signature** _____ **Date:** _____

Section Change

Beginning the last day to add and ending with the last day to withdraw, students may switch into a different section of the same course with permission from both instructors.

REGISTRAR'S OFFICE USE ONLY

Processed by _____ Date _____