

California Institute for Human Science

REQUEST TO ADD CLASS

Circle the appropriate quarter and fill in year:

FOR OFFICE USE ONLY

QUARTER: FALL 20
WINTER 20
SPRING 20
SUMMER 20

Dean of Adm. Approval
Student Notified
Date
By

Name:

Date:

Adding:

You must obtain signatures from:

Table with 4 columns: Course #, Course Title, Instructor, Program Director. Each row has lines for Course #, Course Title, and Instructor/Program Director signatures.

Instructions:

- 1. State specifically the reason you would like to add:
2. For each class listed, obtain signatures of Instructor and Program Director.
3. Submit approved REQUEST TO ADD CLASS form to the Admissions Office where you will receive a confirmation of the add transaction.

THIS FORM WILL BECOME PART OF THE STUDENT RECORD FILE

Student Name

Date

Student Signature

Telephone

Address

City State ZIP

E-mail Address