

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
OFFICE OF THE REGISTRAR  
**PROGRAM CHANGE FORM**  
REQUEST TO ADD

PRINT NAME \_\_\_\_\_ QUARTER \_\_\_\_\_ YEAR \_\_\_\_\_  
(Last) (First) (M.I.)

E-MAIL \_\_\_\_\_ PHONE # \_\_\_\_\_

CAMPUS IDENTIFICATION NUMBER: \_\_\_\_\_ DATE SUBMITTED \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

**Please state clearly the reason for your request:**

\_\_\_\_\_  
 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDS**

**\*THREE SIGNATURES REQUIRED FOR ALL ADDS AFTER the 14<sup>th</sup> DAY OF INSTRUCTION**

| COURSE ABBREVIATION | COURSE NUMBER | SECTION NUMBER | CALL NUMBER | UNITS | INSTRUCTOR SIGNATURE* | DATE | DEPT/DIVISION CHAIR* | DATE | COLLEGE DEAN** | DATE |
|---------------------|---------------|----------------|-------------|-------|-----------------------|------|----------------------|------|----------------|------|
| TECH                | 297           | 1              | 12345       | 3     | ←                     |      | EXAMPLE              |      |                |      |
|                     |               |                |             |       |                       |      |                      |      |                |      |
|                     |               |                |             |       |                       |      |                      |      |                |      |
|                     |               |                |             |       |                       |      |                      |      |                |      |
|                     |               |                |             |       |                       |      |                      |      |                |      |

**ADD INSTRUCTIONS**

1. State reason for add, sign and date request.
2. Be sure to make all registration fee payments to the Cashier's Office and clear all registration holds.
3. After the 14<sup>th</sup> day of instruction, the instructor, dept. chair and College Dean's signature is required.
4. SUBMIT COMPLETED FORM(S) – to the Office of Enrollment Services, Admin. 146, with your Golden Eagle Card.
5. NO adds will be accepted without a Registrar's Appeal Form (separate document) and supporting documentation.