



Accelerated College Entrance (ACE)
California State University, Sacramento



PETITION TO ADD/DROP

Semester _____ Year _____

NAME _____ STUDENT ID (or SSN) _____
Last First M.I.

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY OR MESSAGE PHONE _____ EMAIL _____

INSTRUCTIONS:

1. ACE registration must be completed within the first two (2) weeks of the semester. Class Drops must occur prior to the 12th week of class.
2. The accuracy of your registration is your responsibility.
3. Complete the **Add** or **Drop This Course** information (below) with care. Be sure all entries are correct.
4. Obtain instructor signature for each class.
5. Return the completed and signed form to the ACE Center (7750 College Town Dr. Suite 101).
6. Verify the accuracy of your classes by checking C@sper.NET via phone or at the kiosk located in the Library and the Admissions and Records office.

ADD THIS COURSE					
5-DIGIT CALL NO.	DEPT & COURSE NO.	SECT	UNITS	INSTRUCTOR SIGNATURE	DATE
ACE DIRECTOR: _____ (required for all students)					Date _____

DROP THIS COURSE					
5-DIGIT CALL NO.	DEPT & COURSE NO.	SECT	UNITS	INSTRUCTOR SIGNATURE	DATE
ACE DIRECTOR: _____ (required for all students)					Date _____

OFFICE USE ONLY	
<input type="checkbox"/> Class added: Initials _____	Date _____
<input type="checkbox"/> Class not added.: Initials _____	Date _____
Reason: _____	

OFFICE USE ONLY	
<input type="checkbox"/> Class dropped: Initials _____	Date _____
<input type="checkbox"/> Class not dropped: Initials _____	Date _____
Reason: _____	