



How to Add or Drop Academic Credit Courses

Students admitted to CSUS can add or drop academic courses via My Sac State at www.my.csus.edu with a valid Saclink username and password. Registrations or drops must be completed on or before the Add/Drop deadline as shown in the chart below. Failure to comply with Add deadlines will result in the assessment of a \$25.00 late fee.

Adding and Dropping Deadline	
No. of Class Meetings	Deadline to Add or Drop
1 – 4	By 2 nd meeting
5 – 9	By 3 rd meeting
10 – 14	By 5 th meeting
15 or more	By 9 th meeting

For instructions on how to create a Saclink username and password, please visit the Saclink website: <https://www.saclink.csus.edu/saclink/>.

For questions or assistance regarding registration, contact the CCE Credit Registration Services phone line at 916/278-6984, 8:00AM – 5:00 PM, Monday through Friday.

How to Pay for Academic Credit Courses

Fees are due within 30 days of your registration date. An invoice will be mailed to your address on file.

For your convenience, payments can be made:

- By MasterCard, Discover or American Express, via your Student Services Center at My Sac State.
- By Visa, via phone to the CCE Credit Registration Services phone line at 916/278-6984.
- By Cash, Check, MO or Credit Card, in person to the CCE Credit Registration Services Office in Napa Hall.
- By Check or Money Order, payable to CSUS, mailed to:
CSUS College of Continuing Education
Attn: Academic Credit
3000 State University Drive East
Sacramento, CA 95819-6103

Once your registration and payment has been processed, your registration and payment receipt will be viewable at your Student Services Center at My Sac State. Your registration is not complete until you have paid your fees.

Refund Information for Academic Credit Courses

Note: The refund policy is established by the CSU Board of Trustees. If the College of Continuing Education cancels a class, all fees will be refunded automatically if eligible.

Complete the drop transaction through the Student Services Center via My Sac State or submit a drop form to the CCE Credit Registration Services office in Napa Hall on or before the specified deadlines shown in the chart below.

Meetings	Full Refund less \$10	65% Refund less \$10	No Refund
9 or more	Prior to 1 st class	Before 3 rd class	After 3 rd class
5 – 8	Prior to 1 st class	Before 2 nd class	After 2 nd class
4 or less	Prior to 1 st class	None	None

After these deadlines, drops will not be processed except for verified medical or emergency situations. Written verification of illness or accident must accompany your request to drop.

All refunds are issued by check. Checks require one month for clearance prior to processing refunds. Refund checks are processed within one to two weeks and will be made payable to the student and mailed to the address on file.

Dropping a course online or notifying the CCE Registration Services in writing of an intention to drop is solely the responsibility of the student. Failure to do so is considered an unauthorized withdrawal and will result in a “WU” grade.

Academic Credit Transcripts and Grade Reports

Official transcripts for Academic Credit courses are available from the campus registrar’s office and can be order by contacting the Outgoing Transcripts Office at 916/278-5507 or at <http://webapps1.csus.edu/admr/content/record/transcript/>. Please allow two to four weeks for receipt of transcripts. Do not submit transcript requests with registration or parking fee payments.

Unofficial transcripts can be printed from the Student Services Center via My Sac State approximately two to three weeks after the completion of a course.

For More Information....

Please visit our website at www.cce.csus.edu or call the CCE Credit Registration Services phone line at 916/278-6984, 8:00AM – 5:00PM, Monday through Friday.