

## DROP CLASS(ES)

# Emails

1. Get the name and email of your instructor(s) and the department chair(s) to the class you're dropping.

<http://www.fresnostate.edu/academics/facultyaffairs/faculty/deans-chairs.html>

You can use the campus directory to obtain email: <https://directory.csufresno.edu/>

## Faculty/Staff and Departments Directory

Department	Location	Phone
Athletics Communications	North Gym 109	559.278.2509
<b>Communication Department</b>	Speech Arts 15	559.278.2826
<i>Journalism - See Media, Communications &amp; Journalism</i>		
Media, Communications & Journalism	McKee Fisk 236	559.278.2087
<i>Public Information - See University Communications</i>		
University Communications	Haak Center, Library 4150 (West Wing)	559.278.2795

### Communication Department

Department Phone	559.278.2826
Department Fax	559.278.4113
Location	Speech Arts 15
Mailing Address	5201 N. Maple, Fresno, CA 93740
Campus Mail Stop	M/S SA48
Web Site	<a href="http://www.fresnostate.edu/communication">http://www.fresnostate.edu/communication</a>

### Employees

Name	Classification	Phone
Anzoleaga, Clare	PT Faculty	559.278.2826
Bankston, Marian	Staff, Admin, Asst.	559.278.5285
Barba, Elise	PT Faculty	559.278.4419
Barrett, Nicholas	Faculty	559.278.5413
Blair, Diane	Faculty	559.278.8578
Boenisch, Katherine	PT Faculty	559.278.2826
Boroujeni, Tom	Faculty	559.278.4001
Carvalho Cooley, Linda	PT Faculty	559.278.2826
Conway, Shimeka	PT Faculty	559.278.2826
Cozen, Brian	Faculty	559.278.5296
Dosanjh, Harjit	PT Faculty	559.278.2826
Fletcher, Eric	PT Faculty	559.278.2826
Fraleigh, Doug	Faculty	559.278.4292
Hayes, Ladonna	Faculty	559.278.5413
Husain, Mary	PT Faculty	559.278.2087
Juárez, Sergio	Faculty	559.278.1156
Kartoh, Falon	Faculty	559.278.2878
Kovtun, Valentine	PT Faculty	559.278.5413
Lankenau, Greg	PT Faculty	559.278.2826
Lierly, Marcie	PT Faculty	559.278.2826
Lull, Robert	Faculty	559.278.5297
Luna, Cyndie	PT Faculty	559.278.2826
<b>Macy-Ayotte, Kevin</b>	<b>Faculty, Chair</b>	559.278.4088

1. You can look someone up by the department, example: COMM 3

You can look for a dept here. If you don't know the dept of the class you are taking please call our office 559.278.4743 for help.

2. Click on dept. you are looking for.

3. You can look for your instructor or the Dept chair. Once you click on their name, their email will appear.

## Filling out the PowerForm

You can move on to the Power form once you have all the emails.

Before you fill out the form, please look at your class schedule first. You can go in the order based on your class schedule.

Ps.fresnostate.edu -> Student Self Services -> Student Center -> you should see four green arrows. -> My Academic and Registration.

Go to <https://studentaffairs.fresnostate.edu/registrar/forms/index.html> and look for the

'Drop/Withdrawal' form.

The class must match the instructor and department chair.

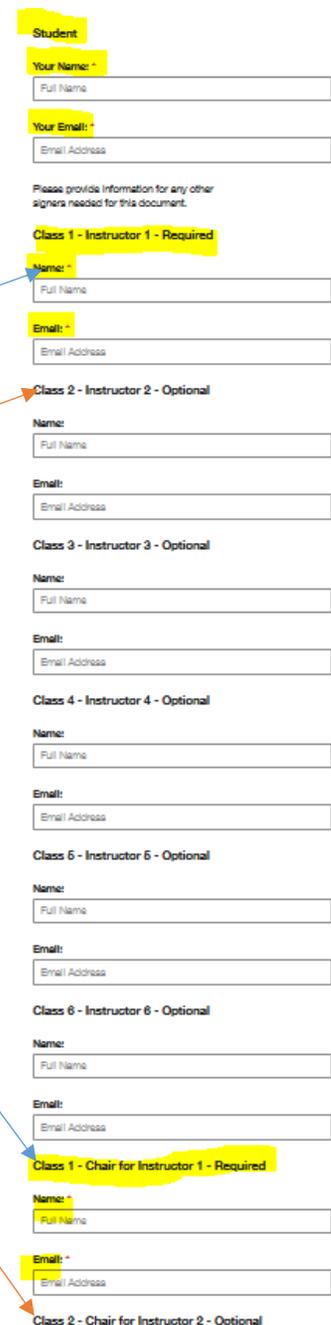
Example: Class 1, Instructor 1, Chair of Instructor 1

Class 2, Instructor 2, Chair of Instructor 2

This Week's Schedule	
	Class
	COMM 3-46 LEC (73536)
	CSM 10-14 LEC (76124)
	ENGL 5A-26 LEC (73159)

Once you are done with the emails, you can hit the "BEGIN SIGNING" button.

**BEGIN SIGNING**



The form contains the following sections:

- Student**
  - Your Name:
  - Your Email:
- Please provide information for any other signers needed for this document.
- Class 1 - Instructor 1 - Required**
  - Name:
  - Email:
- Class 2 - Instructor 2 - Optional**
  - Name:
  - Email:
- Class 3 - Instructor 3 - Optional**
  - Name:
  - Email:
- Class 4 - Instructor 4 - Optional**
  - Name:
  - Email:
- Class 5 - Instructor 5 - Optional**
  - Name:
  - Email:
- Class 6 - Instructor 6 - Optional**
  - Name:
  - Email:
- Class 1 - Chair for Instructor 1 - Required**
  - Name:
  - Email:
- Class 2 - Chair for Instructor 2 - Optional**
  - Name:
  - Email:

#2: Fill out the all the red areas

Individual: dropping from 1,2, or 3 classes but not all classes. Will still be enrolled in other classes

From current semester: Drop from all classes

Once you're done filling out the form, click finish.

#1: Click on start and it will take you through the form

#4: List all class(es) information in same order you filled out with the emails

#5:

COMM 3-46  
LEC (73536)

CSM 10-14  
LEC (76124)

The screenshot shows a DocuSign envelope for a "Drop / Withdrawal Form" from Fresno State University Registrar. The form includes fields for semester (Fall 2021), name, phone, and email. A red box highlights the "The reason for my drop/complete withdrawal is" section. Below this is a table for listing classes to be dropped. The table has columns for Class No., Course, Recommendation, Instructor's Signature, Date, Chair's Signature, and Date. The first two rows are highlighted in yellow and labeled "Class 1" and "Class 2".

CLASS NO.	COURSE	RECOMMENDATION	INSTRUCTOR'S SIGNATURE	DATE	RECOMMENDATION	CHAIR'S SIGNATURE	DATE
Class 1	COMM 3-46 LEC (73536)	REASON DENIED:			REASON DENIED:		
Class 2	CSM 10-14 LEC (76124)	REASON DENIED:			REASON DENIED:		
Class 3		REASON DENIED:			REASON DENIED:		
Class 4		REASON DENIED:			REASON DENIED:		
Class 5		REASON DENIED:			REASON DENIED:		
Class 6		REASON DENIED:			REASON DENIED:		

#3: Sign your request

\*Make sure you hit the "Finish" button in the top/bottom of the page to successfully submit the form.

Please check the calendar for important deadline dates:

[https://studentaffairs.fresnostate.edu/registrar/documents/deadlines/Calendar %20Fall 2021.pdf](https://studentaffairs.fresnostate.edu/registrar/documents/deadlines/Calendar%20Fall%202021.pdf)

Important: Please begin the drop process prior to drop deadline. **Submitting the form does not mean an automatic drop/withdrawal.** Your form will be received and processed by our office once all recipients have signed and approved.