



Graduate Late Course Add Form

Name: _____ Semester: _____ Year: _____ ID: @ _____

Adding a course during the first seven (7) days (calendar week) of full-term classes is done in Fish'R'Net: Student uses Fish'R'Net to add courses. No approval is necessary.

Adding a course from day eight(8) to day fourteen (14) of full-term of classes requires instructor approval: Student completes this form, *which must include* the instructor's name, signature, date of approval, and date the student began attending the class. The form is then submitted by the student to the Registrar's Office for processing.

Adding a course from day fifteen (15) to day twenty one (21) of full-term classes requires instructor and Graduate Program Director's* approval: Student completes this form, *which must include* the instructor's name, signature, date of approval and date the student began attending the class. The form must also include the signature of the Graduate Program Director. The student is responsible for picking up the form and bringing it to the Registrar's Office, for processing.

Adding a course after day 21 of full-term classes requires instructor, Graduate Program Director and School Dean*: Student submits this form to the Registrar's Office, *which must include ALL* required signatures, including the Dean's* approval and **payment of the \$50 Late Course Change fee.**

CRN	Subject/Number/ Sect	Instructor Signature/Date	Program Director signature & Date	Dean's* Signature & Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Original number of credits in semester: _____ Number of credits in semester after course(s) is/are added to your registration: _____

Student signature: _____ Date: _____

* Dean or Dean's designee