



Undergraduate Late Course Add Form

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

Adding a course during the first seven (7) days (calendar week) of full-term classes: 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 date the student began attending the class, and the instructor's signature and date of approval. The form is then submitted by the student to the Registrar's Office for processing.

Adding a course after day fourteen (14) requires the instructor's and Dean's* approval: Student completes this form, *which must include* the date the student began attending the class, and the instructor's signature and date of approval and submits the signed form to the Dean of the School in which the course is taught for approval. In addition, the student submits a written justification for the late add. If approved, the Dean will facilitate transfer of the signed and approved form to the Registrar's Office for processing.

CRN	Subject/Number Section	Date student began attending	Instructor's Printed Name/Signature/Date	Dean's* Printed Name/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.*

*** Students enrolled in more than 19 credits will be billed per credit for each additional credit at the part-time rate.*