

## LATE ADD FORM

This form is to be used for each individual course AFTER the first week of classes. All signatures must be within three (3) business days when submitted to the Registrar's Office or a new form will need to be completed.

All permit(s) required for the course must be approved and entered in Banner BEFORE this form is turned into the Registrar's Office, otherwise it will not be accepted.

**A payment of \$10.00 per course will be added to your student account upon registration beginning the day after the drop date.**



### IMPORTANT DATES

The second (2<sup>nd</sup>) week during the fall and spring semesters, the instructor signature is required for addition of course(s).

The fifth (5<sup>th</sup>) week during the fall and spring semesters, the department chair signature is also required (in addition to the instructor signature) for addition of course(s).

**Note: For short-term or summer courses, the Late Add Period is abbreviated, and similar fees apply.**



FIRST	MIDDLE	LAST	NETID (C#)
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Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ CRN: \_\_\_\_\_

Course Title: \_\_\_\_\_

*Instructor Note: If the course is full when the Registrar's Office receives this completed form, then the instructor's signature will act as approval to increase the maximum enrollment capacity of the course. In addition, the signature extends approval to increase the total maximum enrollment capacity if the course is stacked/cross-listed.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(\*required when 5<sup>th</sup> week of classes has passed)