



LATE ADD FORM

In order to add a course after the first week of a semester, this form must be completed in its entirety and **must be submitted to the Registrar's Office (ADM 202) within 5 business days of the instructor's signature.**

After the first week of courses during the fall and spring semesters, the instructor signature is required for addition of courses. After the drop/add period, payment of a \$10.00 Late Add Fee is also required **per course**. The fee is payable at the Cashier's Office and must be attached to this form for processing. After the 5th week a course may only be added with the approval of the instructor, the chair, and payment of the Late Add Fee.

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

Student Name: _____ PID #: _____

Semester & Year: _____ Call #: _____ Dept. & Course Number: _____

Course Title: _____

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Department Chair Signature*: _____ **Date:** _____

(*required only after 5th week of classes has passed)

Revised: 03/30/15



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