WAITLIST CLASS ADD FORM

This form is to be used for each individual course DURING the registration period for classes when a student is registered on the waitlist for a course. 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 <u>entered</u> in Banner BEFORE this form is turned into the Registrar's Office, otherwise it will not be accepted.

This form will <u>NOT</u> be accepted past the registration period for classes; beyond that period, a Late Add Form will be required with a $10.00 payment <u>per course</u> (for short-term or summer courses, the Late Add Period is abbreviated and similar fees apply).

FIRST   MIDDLE   LAST   NETID (C#)

Semester: _____ Year: _____ Subject: _____ Course Number: _____ CRN: _____

Course Title: _____

Instructor Note: By signing and filling out this form, you understand and accept that the above student will be usurping the waitlist including all students currently on it, EVEN IF those students are at the front of the waitlist que. Additionally, 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. The signature shall also extend approval to increase the total maximum enrollment capacity if the course is stacked/cross-listed.

Student Signature: _____ Date:_____

Instructor Signature: _____ Date:_____

Revised: 01/25/2022