



Registrar's Office Late Add Request

Please complete this form (one form for each course), sign, date, have faculty and/or division director complete their section, and return to the Registrar's Office in SSC L157. Follow the schedule of directions below for processing.

FIRST WEEK OF THE SEMESTER: This form is not needed. Any student may add any course which has room, as long as he or she meets any prerequisites, during the first week of the semester during the Add/Drop Period.

WEEK 2: THE STUDENT MUST HAVE FACULTY PERMISSION, AND REGISTER AND PAY, IN ORDER TO ADD A CLASS DURING WEEK 2 OF THE SEMESTER. If the faculty member gives permission (by signing below), the student must take the signed form to Registrar's office, and register and pay at the time of registration, in order to register late.

WEEK 3: THE STUDENT MUST HAVE FACULTY PERMISSION AND THE DIVISION DIRECTOR'S PERMISSION PRIOR TO COMING TO THE REGISTRAR'S OFFICE. THE STUDENT MUST BE READY TO PAY IN ORDER TO ADD A CLASS AT THIS TIME. If the faculty member and division director give permission (by signing below), the student must take the signed form to the Registrar's office, and register and pay at the time of registration, in order to register late.

WEEK 4: NO STUDENT WILL BE ALLOWED TO REGISTER.

STUDENT INFORMATION

First Name	MI	Last Name
Banner ID Number	Email Address	Phone Number

COURSE TO BE ADDED

CRN #	Subject/Course # and Title (i.e. ANT* 101: Introduction to Anthropology)
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STUDENT SIGNATURE

Please sign and date to authorize late add of course.

Student Signature	Date
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FACULTY MEMBER/DIVISION DIRECTOR AUTHORIZATION

TO BE SIGNED BY THE FACULTY MEMBER AND/OR DIVISION DIRECTOR:

I request that the student listed above be allowed to register for my class even though it is past the deadline for registration. I understand that the student must register and pay for the class by the end of the third week of classes or the student will not be allowed to attend class. I understand that it is my responsibility to check the class roster available online through myCommNet to see if the student has been officially added to the class.

Faculty Name	
Faculty Signature	Date
Division Director Signature	Date

FOR REGISTRAR OFFICE USE ONLY

Date Received ____/____/____

Processed By _____

Date ____/____/____