

Late Add Request Form

The College of Arts and Sciences

PLEASE NOTE: Students wishing to add a class after the deadline must complete Part 1 of the form, and obtain the appropriate approvals in Parts 2 and 3 before returning the form to the Dean's Office for consideration. Once the instructor and department chair have signed the form, and once an on-line permit has been issued by the department, the student must return the form to Scates 107 for consideration. If approval is granted, the Late Add process is not complete until the student receives a Schedule Adjustment Form and takes it to the Registrar's Office. **Students whose declared major is NOT in the College of Arts and Sciences return the form to the Dean's office of their major, or to the Academic Counseling Center if they have not declared a major.**

Part 1. Student completes the following:

Name: _____

Banner U number: U _____

Phone number: _____ E-mail: _____

Major: _____

Reason for requesting a late add:

Part 2. Instructor's approval

The student named above has my permission to add this course after the deadline.

CRN	SUBJECT	COURSE #	SECTION #	Credit Hours	Date first attended

Instructor's signature

Date

Part 3. Departmental approval

PLEASE NOTE: Departments MUST enter an on-line permit on Banner SFASRPO as well as provide the Chair signature. Late Add requests submitted without an on-line permit will NOT be approved by the College or by the Registrar.

Chair's signature [or designee]

Date

For office use only

Form picked up by student on _____ Initials: _____