# 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.**

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**Part 1. Student completes the following:**

Name: _____

Banner U number: U __ __ __ __ __ __ __ __

Phone number: _____     E-mail: _____

Major: _____

Reason for requesting a late add:

_____

_____

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**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

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**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: _____