

ADD Form

STUDENT ID _____

SEMESTER _____

LAST NAME _____

FIRST NAME _____

ADD these courses (must be submitted by the deadline for ADDING courses or incur a fee)

	CRN (Course Request Number)	Subject Name	Course Number	Section Number	Credit Hours	Instructor/Department* Signature	Date
Course							
Lab							

Reason(s) Department/Instructor must check **all** reasons that apply. (*required*)

*** Instructor signature needed above for the following:**

- Closed Course
- Instructor Approval Needed
- Waitlist Add
- Prerequisite Override (only when the prerequisite specifically states "or instructor permission")
- Time Conflict
- Class Restriction (instructor or department)
- Section Change (instructor or department)
- LATE ADD Reason: _____

*** Department signature needed above for the following:**

- Major/Minor Restriction
- College Restriction (only for undergraduate courses)
- Class Restriction (instructor or department)
- Section Change (instructor or department)

Late Add Only
Approval of Dean:

DEAN'S SIGNATURE _____

DATE _____

Student Signature:
By signing, student acknowledges that there will be a late fee assessed after posted deadline.

STUDENT SIGNATURE _____

DATE _____

Return completed form to 301 Culkin Hall -or- fax to 315-312-3167.