



LATE ADD (PAST CENSUS DAY)

This student MAY be allowed to add the course(s) listed.

1. Student Name: _____
2. Student ID Number: L_____
3. Term: _____
4. Date: _____

EXPLANATION FOR LATE ADD: _____

MUST HAVE THE APPROVAL OF EACH DEPARTMENT CHAIR AND DEAN AFFECTED.

5. CRN/COURSE/PART OF TERM	6. DEPARTMENT CHAIR OF COURSE	7. DEAN OF COURSE

8. Student's Signature: _____
9. Sr. Associate Provost Signature: _____
(Reaud Honors Building - Room 310)
10. *If applicable - Director International Office Signature: _____
11. Records Office Verification (Wimberly 102): _____

Please check: International Student: _____ Domestic Student: _____

INSTRUCTIONS:

- Step 1 - Student completes - Numbers 1-4 and 8.
- Step 2 - Advisor or chair completes - Number 5.
- Step 3 - Department Chair completes - Number 6.
- Step 4 - Dean of course completes - Number 7.
- Step 5 - Sr Associate Provost completes - Number 9.
- Step 6 - *If you are an International Student, you must also obtain the signature from the Director of the International Office - Number 10.
- Step 7 - Return to Records Office (Wimberly 102) for verification - Number 11.