LATE ADD/DROP FORM
Office of the Registrar
(See Instructions on Back)

Use this form to add a course after second week of class or drop a course after eighth week of class.

PART 1: (To be completed by the student) Date: ______________
Print Name: _______________________________ ID #: ________ - ______ - ______
(LAST) (FIRST) (MI)
Term: Fall ___ Spring ___ Summer ___ Session 1___ Session 2___ Session 3___
yr yr yr
E-mail address: ________________________ Day Phone: ______________________

PART 2
Late Add: CRN# __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
subject course # section credit hours
Course Name: ___________________________________________________________________________
Signature of instructor (required for late add): __________________________________________________________________________
Print Instructor’s Name: _______________________________ Date: _____ / _____ / _____
Late Add: CRN# __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
subject course # section credit hours
Course Name: ___________________________________________________________________________
Signature of instructor (required for late add): __________________________________________________________________________
Print Instructor’s Name: _______________________________ Date: _____ / _____ / _____

PART 3
Late Drop: CRN# __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
subject course # section credit hours
Course Name: ___________________________________________________________________________
Late Drop: CRN# __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
subject course # section credit hours
Course Name: ___________________________________________________________________________

PART 4: Required authorization for all late drops or late adds:

UNDERGRADUATE STUDENTS:
ALAC Staff Signature: _______________________________ Date: __________

International Students
ISSS Office Signature (required for late drops below 12 credits): ______________ Date: __________

GRADUATE STUDENTS:
Advisor Signature: _______________________________ Date: __________
Graduate Program Director Signature: _______________________________ Date: __________
Dean of Graduate Education: _______________________________ Date: __________

International Students
ISSS Office Signature (required for late drops below 9 credits): ______________ Date: __________

11/2018

**CRN# IS 5 DIGIT NUMBER IN LEFT COLUMN OF CLASS HOUR SCHEDULE**
INSTRUCTIONS

GENERAL INFORMATION:
- You have 2 weeks to add courses and 8 weeks to drop courses.
- After these add/drop periods, this form is used to add or drop courses.
- Students who receive approval to drop a course after the eighth week of classes will receive a grade of “W” in the course.
- Additional requirements are listed below.

UNDERGRADUATE STUDENTS: Advising & Learning Assistance Center (Academy Hall, Suite 4226)
- The signature of the course instructor is required for all LATE ADDS.
- An instructor signature is NOT required for a LATE DROP.
- INTERNATIONAL STUDENTS
  - ISSS Office (Academy Hall, Suite 4226) signature is required for LATE DROPS IF FALLING BELOW 12 CREDITS.

GRADUATE STUDENTS: Office of Graduate Education (1516 Peoples Ave)
All Late Add/Drops:
- Include New Plan of Study (if applicable).
- Instructor (for courses) should send a note to the Office of Graduate Education to verify the student’s attendance and that he/she is making satisfactory academic progress.
- INTERNATIONAL STUDENTS
  - ISSS Office (Academy Hall, Suite 4226) signature is required for LATE DROPS IF FALLING BELOW 9 CREDITS.

In addition to the above:

For Late Independent Study submissions
- Both the Late Add/Drop form and the Graduate Independent Study form are required.

For Late Thesis/Project/Dissertation submissions
- Both the Late Add/Drop form and the Thesis/Project Dissertation Registration Form are required.
- Advisor and Graduate Program Director should include a note outlining the reasons for submitting at this late date and a brief description of research and academic progress to date.