

LATE ADD REQUEST FORM

This form is to be used when processing an electronic request through OneStop is not possible.

After the 14th day of classes, courses will be dropped every Saturday at 9:00pm for non-payment/non-confirmation. Students may pay fees and/or confirm registration with Student Account Services from 8:00am–4:30pm, Monday-Friday, or by using AP OneStop. All fees must be paid immediately.

Name: _____

Student ID: A00_____

Course to be added: CRN:_____ Subject:_____ Course Number: _____

Section ID:_____ Term:_____ Year: _____

NOTE TO INSTRUCTOR AND DEPARTMENT:

- All necessary permits MUST be entered before the request is processed or the request will be canceled.
- Please confirm this late add will not violate the fire code.
- The Office of the Registrar is unable to process the late add request if any necessary permits are not entered by the department chair or administrative assistant or if it violates the fire code capacity.

Student Signature Date

Instructor Signature Date

Department Chair/Director Signature Date

Vice Provost for Student Achievement Signature Date

Course to be manually dropped in order to process this late add request (if applicable):

CRN:_____ Subject:_____ Course Number:_____ Section ID: _____

Term:_____ Year: _____

Student Signature Date