

PROCEDURES FOR LATE ADDS AFTER DROP/ADD:

If you are registering for the **first time** after the drop/add period or adding additional courses to your current schedule, you must receive permission from your instructor, department head/director responsible for the course, and your dean's office. Such permission will be granted only under extenuating circumstances.

To add courses after the drop/add period, you must complete the following steps:

1.) Obtain Late Add Forms:

a. Undergraduate students must obtain late add forms and instructions from the Office of the Registrar. This office is located in the Holmes/Hunter Academic Building.

b. Graduate students must go to the Graduate Records Office, 320 E. Clayton St., Suite 100, Graduate Studies building to obtain late add forms for each class section.

2.) Obtain approvals: Request approval from your instructors, the director or department head responsible for the course, and your dean's office. These individuals or their designated representatives must complete and sign your late add forms if they approve your request to "late add". Graduate students must obtain the signature of the Dean of the Graduate School.

3.) Bring all completed and signed forms to the Registrar's Office. Any additional fees/charges must be paid to the Bursar's Office within 3 business days. It may take up to 1 business day before all fees and charges are finalized on the Student Account. If you are registering for the first time this semester and your late add forms are approved, the Bursar's Office will assess a \$50 late add fee. Students who have Financial Aid are responsible for verifying eligible aid with OSFA and completing a deferment, if needed, within the 3 business day period. If payment is not received in full within 3 business days, the schedule revision will be reversed.

NOTE: If you are increasing credit hours in a course, you should also follow the above procedures. Increase in credit hours are ordinarily noted on a section change form. However, the increase must also be approved by your dean.