



# REQUEST FOR LATE CLASS ADD

Name \_\_\_\_\_  
Please Print

ID Number \_\_\_\_\_

Date form completed \_\_\_\_\_ Check One: Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Graduate \_\_\_

CRN Number: \_\_\_\_\_ Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit hours: \_\_\_\_\_

Are you currently registered in the cross-listed version of the requested class? (Ex. currently in 400-level, changing to 500-level)

Yes: \_\_\_ No: \_\_\_

If yes, do not drop the cross-listing. The Registrar's Office will drop this course for you in order to prevent paying for the class twice.

Are you currently using VA Benefits this semester? Yes: \_\_\_ No: \_\_\_

Signature of Instructor for added Class(es) \_\_\_\_\_

Signature of Your Advisor \_\_\_\_\_

Signature of Department Chair of added class \_\_\_\_\_

**GRADUATE STUDENTS ONLY:**

Do you have an assistantship? \_\_\_\_\_

Signature of Dean of Graduate Education and Research \_\_\_\_\_

Please indicate below why you wish to add the above course(s) late.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

In submitting this form, you agree to be responsible for any additional tuition and fees incurred. This includes the additional tuition cost of moving from an undergraduate course, to the cross-listed graduate version of a course. Be sure to check with Financial Aid for any implications completing this form may cause: 605-394-2274

**DO NOT WRITE BELOW THIS LINE**

Add Approved \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date