



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