



## LATE ADD (PAST CENSUS DAY)

This student MAY be allowed to add the course(s) listed.

1. Student Name: \_\_\_\_\_
2. Student ID Number: L\_\_\_\_\_
3. Term: \_\_\_\_\_
4. Date: \_\_\_\_\_

EXPLANATION FOR LATE ADD: \_\_\_\_\_

MUST HAVE THE APPROVAL OF EACH DEPARTMENT CHAIR AND DEAN AFFECTED.

5. CRN/COURSE/PART OF TERM	6. DEPARTMENT CHAIR OF COURSE	7. DEAN OF COURSE

8. Student's Signature: \_\_\_\_\_
9. Sr. Associate Provost Signature: \_\_\_\_\_  
(Reaud Honors Building - Room 310)
10. \*If applicable - Director International Office Signature: \_\_\_\_\_
11. Records Office Verification (Wimberly 102): \_\_\_\_\_

Please check: International Student: \_\_\_\_\_ Domestic Student: \_\_\_\_\_

**INSTRUCTIONS:**

- Step 1 - Student completes - Numbers 1-4 and 8.
- Step 2 - Advisor or chair completes - Number 5.
- Step 3 - Department Chair completes - Number 6.
- Step 4 - Dean of course completes - Number 7.
- Step 5 - Sr Associate Provost completes - Number 9.
- Step 6 - \*If you are an International Student, you must also obtain the signature from the Director of the International Office - Number 10.
- Step 7 - Return to Records Office (Wimberly 102) for verification - Number 11.