



# 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: \_\_\_\_\_ Term: \_\_\_\_\_

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