

**TO LATE ADD A COURSE**  
**EAST TENNESSEE STATE UNIVERSITY**  
**OFFICE OF THE REGISTRAR**

LIST OF DEANS FOR LATE ADDS

**Adding a Course Late** - Adding a course may result in additional fees and tuition. Please check your *GoldLink* account and pay fees as applicable.

Section I: Student should complete this section of form.

Section II: Student must have the late add form signed by the instructor of each class you desire to add, the department chair and the dean of your college major

Section III: For dean signature - see list of deans or designees below.

Section IV: Registrar - completed form should be returned to Registrar at 102 Dossett Hall for processing.

Section V: Bursar-Fee payment due same day Late Add is processed.

**It is the student's responsibility to verify and keep documentation of all schedule changes (adds, drops, withdrawals, etc.) Students should verify changes on *GoldLink*.**

Students' late add forms should be approved by the following:

<b>Undeclared (or Academic Focus Area) Students</b>	<b>University Advisement Center</b> 212 Carrier Center (D.P. Culp)	423-439-5244
<b>College of Arts and Sciences</b>	<b>Dr. Martha Michieka or Designee</b> 222T Carrier Center (D.P. Culp)	423-439-5248
<b>College of Business and Technology</b>	<b>Dr. Anthony Pittarese</b> 213 Sam Wilson Hall	423-439-6984
<b>Clemmer College</b>	<b>Jessica Wang</b> 319 Warf-Pickel Hall	423-439-7616
<b>College of Clinical &amp; Rehabilitative Health Sciences</b>	<b>Ali Williams</b> 226M Carrier Center (D.P. Culp)	423-439-5052
<b>College of Nursing</b>	<b>Dr. Whitney Tisdale</b> 230 Roy S. Nicks Hall	423-439-4523
<b>College of Public Health</b>	<b>Ms. Taylor Dula</b> 914 West Maple St.	423-439-4243
<b>Division of Cross-Disciplinary Studies</b>	<b>Dr. Jill Leroy-Frazier</b> 317 Nell Dossett Hall	423-439-4223
<b>College of Graduate Studies</b> ( <i>all graduate level students</i> )	<b>Dr. Karin Bartoszuk</b> 311 Yoakley Hall	423-439-4221

**EAST TENNESSEE STATE UNIVERSITY  
STUDENT REQUEST FOR PERMISSION TO LATE ADD  
WITH DEAN'S PERMISSION (SEE ACADEMIC CALENDAR)**

**I. STUDENT: COMPLETE THIS SECTION.**

Name \_\_\_\_\_ E #: \_\_\_\_\_ Telephone \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Major: \_\_\_\_\_

Briefly explain your reason for this request. Only requests with "clearly extenuating circumstances" which prohibited timely registration/add will be considered.

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\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**II. INSTRUCTOR/DEPARTMENT APPROVALS - REQUIRED AFTER LAST DAY TO LATE REGISTER, LATE ADD, SELECT P/F, ETC.**

CRN #	SUBJECT	COURSE #	SECTION #	ATTENDING CLASS?		INSTRUCTOR'S APPROVAL	DATE	DEPARTMENT CHAIR'S APPROVAL	DATE
				YES	NO				
Example 11111	Example BIOL	Example 1010	Example 001	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
-----	-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
-----	-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
-----	-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
-----	-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
-----	-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
-----	-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

**THIS FORM MUST BE PRESENTED TO THE REGISTRAR WITHIN ONE WEEK OF EARLIEST INSTRUCTOR'S APPROVAL.**

**III. Dean/Registrar Approval – Required after deadline for Late Registration by Permit Only. Graduate students present their documents to be received by the School of Graduate Studies.**

Dean's Comments: \_\_\_\_\_  
Approved/Disapproved: \_\_\_\_\_ DEAN \_\_\_\_\_ DATE \_\_\_\_\_

**IV. Processed** \_\_\_\_\_  
REGISTRAR \_\_\_\_\_ DATE \_\_\_\_\_

**V. FEE PAYMENT**

Payment of your fees is **required** on the **same day** as processed or follow up with the Office of Financial Aid for assistance.

*If you are a veteran or veteran dependent utilizing VA Educational Benefits, you must provide an updated concise student schedule to the Office of Veteran Affairs any time you add or drop a class. Failure to do so can result in a financial debt and/or revocation of benefits.*