

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:

Undeclared (or Academic Focus Area) Students	University Advisement Center 355 Sherrod Library (3 rd Floor)	423-439-5244
College of Arts and Sciences	Dr. Martha Michieka or Designee 355 Sherrod Library (3 rd Floor)	423-439-5248
College of Business and Technology	Dr. Anthony Pittarese 213 Sam Wilson Hall	423-439-6984
Clemmer College	Jessica Wang 319 Warf-Pickel Hall	423-439-7616
College of Clinical & Rehabilitative Health Sciences	Megan Roberts 102 Hutcheson Hall	423-439-7424
College of Nursing	Karen Hirst 230 Roy S. Nicks Hall	423-439-4523
College of Public Health	Dr. Robert Pack 104 Lamb Hall	423-439-4243
School of Continuing Studies & Academic Outreach	Dr. Jill Leroy-Frazier 213 Nell Dossett Hall	423-439-4223
School of Graduate Studies (<i>all graduate level students</i>)	Dr. Karin Bartoszuk 309 Burgin Dossett 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.

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.