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
212 Carrier Center (D.P. Culp)
423-439-5244

**College of Arts and Sciences**
Dr. Martha Michieka or Designee
222T Carrier Center (D.P. Culp)
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**
Dr. Lynn Williams
213 Center for Physical Activity
423-439-7469

**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 (all graduate level students)**
Dr. Karin Bartoszuk
311 Yoakley Hall
423-439-4221
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.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>SUBJECT</th>
<th>COURSE #</th>
<th>SECTION #</th>
<th>ATTENDING CLASS?</th>
<th>INSTRUCTOR'S APPROVAL</th>
<th>DATE</th>
<th>DEPARTMENT CHAIR'S APPROVAL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1111</td>
<td>Example BIOL</td>
<td>Example 1010</td>
<td>Example 001</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example 1111</td>
<td>Example BIOL</td>
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<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Rev. 06/22/2021