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 (3rd Floor)
423-439-5244

College of Arts and Sciences
Dr. Martha Michieka or Designee
355 Sherrod Library (3rd Floor)
423-439-5248

College of Business and Technology
Dr. Anthony Pittarese
213 Sam Wilson Hall
423-439-6984

Clemmer College
Joel Tramel
321 Warf–Pickel Hall
423-439-7626

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 and Academic Outreach
Dr. Jill Leroy-Frazier
213 Nell Dossett Hall
423-439-4223

School of Graduate Studies (all graduate level students)
Dr. Karin Bartoszuk
309 Burgin Dossett 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.

________________________________________________________________________________________

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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.

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<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>
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<td>Example BIOL</td>
<td>Example 1010</td>
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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. 6/1/2020