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  Dr. Stacy Cummings-Onks  423-439-5244
212 Carrier Center (D.P. Culp)

College of Arts and Sciences  Dr. Martha Michieka or Designee  423-439-5248
222T Carrier Center (D.P. Culp)

College of Business and Technology  Dr. Jill Hayter  423-439-6984
213 Sam Wilson Hall

Clemmer College  Ms. Kelly Mitchell or Designee  423-439-7626
201H Warf-Pickel Hall

College of Clinical & Rehabilitative Health Sciences  Ms. Ali Williams  423-439-5052
226M Carrier Center (D.P. Culp)

College of Nursing  Dr. Whitney Tisdale  423-439-4523
2-230 Roy S. Nicks Hall

College of Public Health  Ms. Taylor Dula  423-439-4243
914 West Maple St.

Division of Cross-Disciplinary Studies  Dr. Jill Leroy-Frazier  423-439-4223
317 Nell Dossett Hall

College of Graduate Studies (all graduate level students)  Dr. Karin Bartoszuk  423-439-4221
311 Yoakley Hall
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.

<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 11111</td>
<td>BIOL</td>
<td>Example 1010</td>
<td>Example 001</td>
<td>YES</td>
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</tbody>
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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: ____________________________________________________________ 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. 1/25/2023