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
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. Jill Hayter
213 Sam Wilson Hall 423-439-6984

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

College of Clinical & Rehabilitative Health Sciences
Ms. Ali Williams
436 Lamb Hall 423-439-5052

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

College of Public Health
Ms. Taylor Dula
252 Lamb Hall 423-439-4243

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

College of Graduate Studies (all graduate level students)
Dr. Karin Bartoszuk
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.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

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>
</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>
</tr>
<tr>
<td>Example 2222</td>
<td>Example 3333</td>
<td>Example 4444</td>
<td>Example 5555</td>
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</tr>
<tr>
<td>Example 6666</td>
<td>Example 7777</td>
<td>Example 8888</td>
<td>Example 9999</td>
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</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. 10/20/2023