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  
914 West Maple St. | 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 |
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.

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<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>
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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: ___________________ 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. 3/17/2023