LATE ADD EXCEPTION FORM

(Student, please complete and have faculty member sign. Take signed form to division office for approval. If approved, division dean will sign and add student to course. Student needs to then pay for course either online or through the Cashier's Office.)

This form is only to be used BEFORE the refund date for the course and must be signed by a division dean. There will be no late adds after the refund date.

Student Name: _____
(Last) **(First)** **(Middle)**

Student ID Number: _____ **Semester/Year:** _____

Course Name: _____ **Course Number:** _____
(example: English 111) **(example: 51623)**

The above named student has been in regular attendance for the course, but was not officially enrolled due to the following reason:

_____ **Student Error – Explanation:** _____

_____ **Instructor Error – Explanation:** _____

_____ **Other Error – Explanation:** _____

Instructor Signature: _____ **Date:** _____

Division Dean Signature: _____ **Date:** _____

Rev. 07/08
Welcome Center