



LATE ADD APPEAL FORM

Students may add classes up until the “Last Day to Register/Add a Course as listed on the Academic Calendar. After this deadline, students may appeal for a late class add through the appropriate academic division office.

(Student, please complete and take the form to the division dean’s office). To avoid being dropped from the class for nonpayment, students granted a late add need to pay for course either online or through the Cashier’s Office on the same day student is added to the class.)

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

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

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

Student Explanation: _____

Instructor Comment: _____

Student has regularly attended/participated in class; or

Other: _____

Instructor Name (please print): _____

Instructor Signature: _____ **Date:** _____

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

Subject by Academic Division

Subject	Division	Subject	Division	Subject	Division
SDV	SDV	MTE	BMT	PHI	HFASS
ACC	BMT	MTH	BMT	PHT	HFASS
ADJ	BMT	MTT	BMT	PLS	HFASS
AIR	BMT	PHY	BMT	PSY	HFASS
ARC	BMT	REA	BMT	REL	HFASS
AST	BMT	SAF	BMT	RUS	HFASS
BLD	BMT	TRV	BMT	SOC	HFASS
BSK	BMT	ARA	HFASS	SPA	HFASS
BUS	BMT	ART	HFASS	BIO	HLS
CAD	BMT	ASL	HFASS	CHM	HLS
CSC	BMT	CHD	HFASS	DMS	HLS
DRF	BMT	CHI	HFASS	EMS	HLS
ECO	BMT	CST	HFASS	GEO	HLS
EGR	BMT	DAN	HFASS	GOL	HLS
ELE	BMT	EDU	HFASS	HCT	HLS
ETR	BMT	ENF	HFASS	HIM	HLS
FIN	BMT	ENG	HFASS	HLT	HLS
HRI	BMT	ESL	HFASS	HMS	HLS
IND	BMT	FRE	HFASS	HRT	HLS
ITD	BMT	GER	HFASS	MSC	HLS
ITE	BMT	HIS	HFASS	NAS	HLS
ITN	BMT	HUM	HFASS	NUR	HLS
ITP	BMT	ITA	HFASS	PED	HLS
LGL	BMT	JPN	HFASS	PNE	HLS
MEC	BMT	LAT	HFASS	RAD	HLS
MKT	BMT	MUS	HFASS	SUR	HLS

Division Locations

SDV	Academic Support Services Building: Main Room: M617C (Writing Center)
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HLS	Health and Life Sciences Building: Keats Room: K217
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BMT	Business, Mathematics, and Technologies Building: Main Room: M270
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HFASS	Humanities, Fine Arts, and Social Sciences Building: Dickinson Room: D316
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