



RECORDS & REGISTRATION
LAMAR UNIVERSITY

LATE ADD (PAST CENSUS DAY)

This student **MAY** be allowed to add the course(s) listed.

1. Student Name: _____
2. Student ID Number: L_____
3. Term: _____
4. Date: _____

EXPLANATION FOR LATE ADD: _____

MUST HAVE THE APPROVAL OF EACH DEPARTMENT CHAIR AND DEAN AFFECTED.

5. CRN/COURSE/PART OF TERM	6. DEPARTMENT CHAIR OF COURSE	7. DEAN OF COURSE

8. Student's Signature: _____
9. Sr. Associate Provost Signature: _____
 (Reaud Honors Building – Room 310)
10. *If applicable – Director International Office Signature: _____
11. Records Office Verification (Wimberly 102): _____

Please check: International Student: _____ Domestic Student: _____

INSTRUCTIONS:

- Step 1 – Student completes – Numbers 1-4 and 8.
- Step 2 – Advisor or chair completes – Number 5.
- Step 3 – Department Chair completes – Number 6.
- Step 4 – Dean of course completes – Number 7.
- Step 5 – Sr Associate Provost completes – Number 9.
- Step 6 - *If you are an International Student, you must also obtain the signature from the Director of the International Office – Number 10.
- Step 7 – Return to Records Office (Wimberly 102) for verification – Number 11.