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.

<table>
<thead>
<tr>
<th>5. CRN/COURSE/PART OF TERM</th>
<th>6. DEPARTMENT CHAIR OF COURSE</th>
<th>7. DEAN OF COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.