

This form is used for adding a course or switching sections after the established add period and during the semester in which the course is offered. Students can check Student Information On-Line to see if the appropriate schedule changes have been made.

Undergraduate students who add a course or switch a section after the established add period are required to obtain the permission of their home Dean's Office or the Head of their School. If adding a course would result in a schedule overload, the permission of the student's advisor is also required.

Graduate students must have the permission of their department.

Enrollment Services - The HUB

Lower Level, Warner Hall
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone (412) 268-8186
Fax (412) 268-8084
Email thehub@andrew.cmu.edu

Student Information

ID Number _____

Name _____
Last First MI

College _____ Department _____ Class _____

Semester **FALL** **SPRING** **SUMMER - ALL** **SUMMER - 1** **SUMMER - 2** Year _____
Circle One

Special Permission Information

Please check the appropriate option:

- I wish to request permission to add the following course(s):

Course Number	Section	Units	Course Name	Instructor's Approval/Date

- I wish to request permission to switch sections for the following course(s):

Course Number	Old Section	New Section	Course Name	Instructor's Approval/Date

Student's Reasons for Adding Course Late: _____

Signatures

Student _____ Date _____

Advisor _____
Undergraduate Students Only, if required
 Approve
 Deny Date _____

Department Head _____
Graduate students
 Approve
 Deny Date _____

Home Dean or Head of School _____
Undergraduate Students Only
 Approve
 Deny Date _____