

### Late Add Request

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 Online (SIO) 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.

### STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_ or Student ID Card #: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last/Family First and/or Preferred MI

College: \_\_\_\_\_ Department: \_\_\_\_\_ Class: \_\_\_\_\_

Semester (circle one):      Fall                  Spring                  Summer-All                  Summer-1                  Summer-2                  Year \_\_\_\_\_

### SPECIAL PERMISSION INFORMATION

Please check the appropriate option:

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

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

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

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

Student's Reasons for Adding Course Late: \_\_\_\_\_

### SIGNATURES

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Undergraduate Students Only, if required

- Approve
- Deny

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Students

- Approve
- Deny

Home Dean or Head of School: \_\_\_\_\_ Date: \_\_\_\_\_  
Undergraduate Students Only

- Approve
- Deny