

## LATE COURSE ADJUSTMENT

This form is to correct enrollment changes that were made during the DROP/ADD period but were not reported to the Registrar's Office. Use a separate form for each ADD and for each DROP.

### TO BE COMPLETED BY STUDENT:

Student's Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I request to ADD \_\_\_\_\_ DROP \_\_\_\_\_ the following course:

Term: \_\_\_\_\_ Dept: \_\_\_\_\_ Course #: \_\_\_\_\_ Sect: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

### TO BE COMPLETED BY INSTRUCTOR:

#### **LATE ADD**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Students **FIRST** day of attendance

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Today's Date*

Late Fee:

\_\_\_\_\_ \$10 through week 3      \_\_\_\_\_ \$20 through week 4

### TO BE COMPLETED BY INSTRUCTOR:

#### **LATE DROP**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Students **LAST** day of attendance

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_ \$40 after week 4 with permission of Registrar