LATE ADD/DROP FORM
Office of the Registrar

PART 1:

Name (Last | First | MI): _____   Student ID: ☐☐☐☐☐☐☐

Term: Fall (yr) ____   Spring (yr) ____   Summer (yr) ____   Session 1__ Session 2__ Session 3__

E-mail address: _____   Phone: _____

PART 2:

Late Add: CRN: ☐☐☐☐☐   Course Name: _____

Signature of instructor (required for late add): _____

Print Instructor's Name: _____   Date: MM/DD/YYYY

Late Add: CRN: ☐☐☐☐☐   Course Name: _____

Signature of instructor (required for late add): _____

Print Instructor's Name: _____   Date: MM/DD/YYYY

PART 3:

Late Drop: CRN: ☐☐☐☐☐   Course Name: _____

Late Drop: CRN: ☐☐☐☐☐   Course Name: _____

PART 4: Required authorization for all late drops or late adds:

UNDERGRADUATE STUDENTS:

ALAC Staff Signature: _____   Date: MM/DD/YYYY

GRADUATE STUDENTS:

Advisor Signature: _____   Date: MM/DD/YYYY

Graduate Program Director Signature: _____   Date: MM/DD/YYYY

Dean of Graduate Education: _____   Date: MM/DD/YYYY

International Students (Undergrad/Grad)

ISSS Office Signature: _____   Date: MM/DD/YYYY

*Required for late drops below 9 credits (Undergrads) / 12 Credits (Grads)