



## **LATE ADD PROCESSING GUIDELINES**

Late Adds **WILL** be processed regardless of the following circumstances:

- Class capacity restriction
- Unsatisfied requisites
- Department or instructor consent restriction
- Time conflict if the conflict is with a class that has a "W" grade or if the term's final grade rosters have opened.

Late Adds **WILL NOT** be processed if any of the following apply:

- Service Indicator (HOLD) that blocks enrollment activity
- Credit overload restriction without approval of dean of major
- Time conflict during current term without Time Conflict Authorization form
- Career level restriction (e.g., undergraduate attempting to enroll in graduate level course without permission from the School of Graduate Studies)
- Student is in academic dismissal status and the Late Add is for a fall or spring term.

Late Adds require proper signatures to be processed. Forms that are incomplete or received without required information (e.g., Time Conflict Authorization form), will not be processed and returned to the student or appropriate University personnel. If approved by the Dean of the course, the Late Add will be processed at the Dean's Office for a current term or the Registrar's Office for a past term.

## **STUDENT PROCEDURE FOR LATE ADD**

1. Clear any registration Service Indicator (HOLD) with the appropriate office.
2. If this Late Add will result in any of the following conditions, student must obtain the appropriate permission or authorization as indicated:
  - a. A credit overload for the term: permission must be obtained from the Dean of the student's major prior to the class being added to the record.
  - b. Time conflict: a complete Time Conflict Authorization must be submitted with the Late Add form
  - c. Career level restriction for an undergraduate attempting to enroll in a graduate course: permission must be obtained from the School of Graduate Studies.
3. Pick up Late Add Request form in the department of the course.
4. After completing the Late Add form, submit it to the following individuals for signature in the sequence listed:
  - a. Instructor
  - b. Chairperson of the department offering the course
  - c. Dean of the college of the course

These individuals may also request information from the student's advisor, program coordinator, chairperson, or dean to confirm the programmatic needs of the student. Forms not meeting requirements or conditions will be returned to the student. The student should check WINS to verify that the Late Add has been processed.