

# Undergraduate Late Add Form

Use this form after

CSJ ID# \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

PhoneNumber \_\_\_\_\_ Email Address \_\_\_\_\_

Courses to be Added	Class #	Credit Hours	Subject	Catalog Number	Section	Session (Regular / Alternative)	Instructor Signature ( MANDATORY )	Date	Attendance since beginning of term Yes / No / Unknown	Permission Required	
											† TimeConflict
											† TimeConflict
											† TimeConflict
Drop / Withdraw							¾ Schedule changes may be noted on your academic record & result in financial obligation. ¾ The Office of the University Registrar reserves the right to deny any late add request that does not meet policy standards. ¾ Please note that Closed Class Permission can only be provided electronically and can only be entered by the course department.				

Academic Advisor Name: \_\_\_\_\_  
(Refer to Starfish to determine appropriate advisor)

\*\*Academic Advising Approval: \_\_\_\_\_ Date: \_\_\_\_\_