**STUDENT ADD FORM**

*This form is to be used for ADDING classes ONLY*

**ATTENTION STUDENTS:** Students are responsible for any impact these changes may have on financial aid, payment amount due, eligibility for graduation, GPA, etc. Students with questions should consult with the Student Services Center and/or their adviser. **It is the student’s responsibility to process this form with the Student Services Center in Simmons Hall.** All registration adds must be processed as of the end of business on the 15th day of the term.

**WHEN TO USE THIS FORM:**
- Through the end of the first week of any term (or comparable dates for summer sessions):
  - See OVERRIDE CODES box below
- Beginning with the 8th day of the term through the end of business on the 15th day of the term (or comparable dates for summer sessions), the signatures required are:
  - (1) Instructor/Dept. Designee, (2) student’s Advisor, and (3) student’s College Dean.

<table>
<thead>
<tr>
<th>Class Number (REQUIRED)</th>
<th>Course No. (Subject #)/Catalog #/Sec. # (REQUIRED)</th>
<th>Course Title</th>
<th>Units</th>
<th>Grading (CR/NC or Audit)</th>
<th>Instructor/Dept. Designee’s Signature, Extension and Date</th>
<th>Reason for Override **</th>
</tr>
</thead>
<tbody>
<tr>
<td>75201</td>
<td>3400 492 001</td>
<td>Honors Project</td>
<td>....</td>
<td>....</td>
<td>Example Only....</td>
<td>**</td>
</tr>
</tbody>
</table>

Adviser: ___________________ Ext: _______ Date: __________

Student’s Dean: _______________ Ext. _______ Date: _________

Graduate Dean: ___________________ Ext. _______ Date: __________

MUST BE PROCESSED BY (date): ______________

**COMMENTS:**

________________________________________________________________________

01/22/13