**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.

### All added courses must be processed as of the end of business on the 15th day of the term

<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>
</tr>
</thead>
<tbody>
<tr>
<td>75201</td>
<td>3400 492 001</td>
<td>Honors Project</td>
<td>……</td>
<td>……</td>
<td>……Example Only…..</td>
</tr>
</tbody>
</table>

Adviser: ___________________________ Ext: ______ Date: ____________

Student’s Dean: ____________________ Ext. ______ Date: ____________

Graduate Dean: _____________________ Ext. ______ Date: ____________

MUST BE PROCESSED BY (date): __________________

COMMENTS: __________________________________________________________

**OVERRIDE CODES:**

1. **Class is full** – Instructor/Dept. Designee signature
2. **Prerequisites have not been met/are not required** - Adviser or Chairperson signature where course resides
3. **Department consent** - Chairperson or Dean signature where course resides

**OFFICE USE ONLY**

Processed by: ______________________

Date: ___________________________