



## GRADUATE STUDENT COURSE ADD FORM

- Doctoral/Master's student to add a course for any of the following:
1. ASAP registration has closed, requiring Department Chair and Instructor signature.
  2. After Semester Census date has passed requires Departmental, Academic College, and Graduate School Approval.
  3. Student is unable to add Undergraduate course for Undergraduate credit due to Graduate level restriction.
  4. Class does not have an active Waitlist.
  5. Prepayment has not been received prior to Census date.

\_\_\_\_\_  
*Name* \_\_\_\_\_  
*Banner ID*

\_\_\_\_\_  
*Phone* \_\_\_\_\_  
*Email*

Term:  Fall  Spring  Summer Year: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_

**NOTICE TO STUDENT:** Once all signatures are obtained, submit form to the One Stop Enrollment Center for Processing. Locations: Main Campus JPL 1.01.04 Downtown Campus FS 1.500

**NOTE:** Even if all signatures are obtained, you cannot be added if class capacity is reached

### APPROVALS

**REQUIRED UNTIL CLOSE OF BUSINESS ON CENSUS DATE:**

\_\_\_\_\_  
*Instructor, Signature* \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Chair, Signature* \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Date*

**NOTICE TO INSTRUCTOR AND CHAIR:** By signing you are authorizing the enrollment of the student into the section including overriding all restrictions (pre-requisite, major, closed classes) EXCEPT fire code and fiscal holds that prevent registration.

\_\_\_\_\_  
*Student, Signature* \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Date*

**REQUIRED ONLY AFTER CENSUS DATE:** Approval signatures and justification memo. NOTE: After Census day, you are required to 1. obtain approvals from the college and university and 2. write and attach a memo explaining why you want to add a class so late in the semester. The class will only be added if there is a credit on your account for this course and classroom capacity has not been reached.

\_\_\_\_\_  
*Dean of College, Signature* \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean The Graduate School, Signature* \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Date*

\* Fiscal Services Stamp for prepayment (only necessary after census date)

### OFFICE USE ONLY

One Stop Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Capacity: \_\_\_\_\_