

Late Add Exception Form

GENERAL INFORMATION AND FEES

Exceptions to late add occur after regular late adds and are available until the last day of the class. Exceptions are processed with the approval of the course instructor and department chair. In addition to the regular tuition and fees, a **\$45 per-course late-registration fee** is automatically assessed for each course added late (except for Internships).

STUDENT AND COURSE INFORMATION

UVID: _____ Name: _____ Semester: _____

List the course for which an exception is being requested:

CRN (5-digits)	Subject (e.g. ANTH)	Number (e.g. 1010)	Section (e.g. X05)	Instructor Name	Credits	Internship?
						<input type="checkbox"/> yes <input type="checkbox"/> no

Please explain why you are requesting to add late:

➔ Student Signature: _____ Date: _____

APPROVALS

The course instructor and department chair must approve a late add exception. **Email approvals from the instructor and chair are also acceptable in lieu of their signatures.**

COURSE INSTRUCTOR

Signature: _____ Date: _____

Comments (if any):

DEPARTMENT CHAIR

Signature: _____ Date: _____

Comments (if any):

REGISTRAR'S OFFICE USE ONLY

Completed by:	Notes:
Date:	