

## COURSE ADD FORM

This form is to be used only for the situations below related to a student's attempt to add a course. All other schedule changes are to be completed using myHaven.

Submit completed form to the Registrar's Office, Ulmer Hall 224, (or Clearfield Office) for processing.

**SESSION:** \_\_\_ FA \_\_\_ IT \_\_\_ SP \_\_\_ S1 \_\_\_ S2 \_\_\_ SU      **YEAR:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*\*Indicate, by checking one of the options below, why this form is being submitted for processing.\*\*\*

**Add a course or to correct registration after the last day to add**

Instructor: Please indicate why this add is being requested after the last day to add that is published on the academic calendar **AND** complete the bottom of this form (fill in the course/section and sign and date).

Student has been attending but did not officially register.

Student needs additional credits to be a full-time student.

Student needs additional credits to be on track for graduation.

**\*\* Note: Submission of this form with faculty signature does not guarantee an exception will be made to allow a course to be added after the deadline. \*\***

**Add credits beyond 18.0 semester hours**

All students who want to register for more than 18.0 sh (a registration overload) must complete the bottom of this form (fill in the course/section and obtain the instructor's/department chair's signature).

GPA Requirement: Overloads are automatically approved for students who have at least a 3.000 cumulative grade point average. Students who have a cumulative grade point average less than 3.000 are required to obtain advisor's permission (signature below).

Charges: An additional per credit charge will be incurred for each credit over 18.0 sh.

ADVISOR'S APPROVAL

I am aware that my advisee's cumulative grade point average is less than 3.000. However, I approve of this student's enrolling in more than 18.0 sh.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Add a course that meets at the same time as another scheduled course**

The student will complete the bottom of this form (fill in the course/section). The instructor of the course being added in conflict will sign and date the form acknowledging understanding of the conflict and willingness to work with the student.

### COURSE INFORMATION AND FACULTY SIGNATURE

Course Number (i.e. ENGL100) \_\_\_\_\_ Section \_\_\_\_\_

Dept Chair/Instructor Approval \_\_\_\_\_ Date \_\_\_\_\_