

TO LATE ADD A COURSE
EAST TENNESSEE STATE UNIVERSITY
OFFICE OF THE REGISTRAR

LIST OF DEANS FOR LATE ADDS

Adding a Course Late - Adding a course may result in additional fees and tuition. Please check your *GoldLink* account and pay fees as applicable.

Section I: Student should complete this section of form.

Section II: Student must have the late add form signed by each instructor on every course you desire to add. All courses and instructor signatures must be obtained on “**One**” Late Add form for proper processing. (If the instructor is not available, the department chair can sign in their place) and then dean of your college major.

Section III: For dean signature - All courses and instructor signatures must have approval, prior to dean approval. For dean signature approval- see list of deans or designees below.

Section IV: Registrar - completed form should be returned to the Registration Office (Burgin E. Dossett Hall, Room 102) for processing.

Section V: Bursar-Fee payment due same day Late Add is processed.

It is the student’s responsibility to verify and keep documentation of all schedule changes (adds, drops, withdrawals, etc.) Students should verify changes on *GoldLink*.

Students’ late add forms should be approved by the following:

Undeclared (or Academic Focus Area) Students	Dr. Stacy Cummings-Onks 212 Carrier Center (D.P. Culp)	423-439-5244
Phil and Martha Bachman College of Arts and Sciences	Dr. Martha Michieka or Designee 222 Carrier Center (D.P. Culp)	423-439-5248
College of Business and Technology	Dr. Jill Hayter 213 Sam Wilson Hall	423-439-6984
Clemmer College of Education and Human Development	Crystal Johnson or Designee 201 Warf-Pickel Hall	423-439-7518
College of Health Sciences	Dr. Ali Williams 474 Lamb Hall	423-439-5052
College of Nursing	Dr. Whitney Tisdale 2-230 Roy S. Nicks Hall	423-439-4523
College of Public Health	Dr. Taylor Dula 252 Lamb Hall	423-439-4243
College of Graduate Studies (<i>all graduate level students</i>)	Dr. Karin Bartoszuk 355 Sherrod Library	423-439-4221

EAST TENNESSEE STATE UNIVERSITY
STUDENT REQUEST FOR PERMISSION TO LATE ADD
WITH DEAN'S PERMISSION (SEE ACADEMIC CALENDAR)

I. STUDENT: COMPLETE THIS SECTION.

Name _____ E #: _____ Telephone _____

Classification: _____ Department: _____ Major: _____

Briefly explain your reason for this request. Only requests with "clearly extenuating circumstances" which prohibited timely registration/add will be considered. Please submit "One" Late Add Form per student. Include all courses and each course instructor signatures approval on form. Instructor approval on each course must be obtained, prior to submitting the request to the Dean for approval. If a student is enrolled in the same course, but needing to be late added into a different section, please state this in the explanation below.

STUDENT'S SIGNATURE

DATE

II. INSTRUCTOR OR DEPARTMENT CHAIR APPROVALS - REQUIRED AFTER LAST DAY TO LATE REGISTER, LATE ADD, SELECT P/F, ETC.

CRN #	SUBJECT	COURSE #	SECTION #	ATTENDING CLASS?		INSTRUCTOR'S APPROVAL	DATE	<u>OR</u>	DEPARTMENT CHAIR'S APPROVAL	DATE
Example 11111	Example BIOL	Example 1010	Example 001	YES	NO					
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THIS FORM MUST BE PRESENTED TO THE REGISTRAR WITHIN ONE WEEK OF EARLIEST INSTRUCTOR'S APPROVAL.

III. Dean/Registrar Approval – Required after deadline for Late Registration by Permit Only. Graduate students present their documents to be received by the School of Graduate Studies.

Dean's Comments: _____
 Approved/Disapproved: _____ DEAN _____ DATE

IV. Processed _____
 REGISTRAR _____ DATE

V. FEE PAYMENT

Payment of your fees is **required** on the **same day** as processed or follow up with the **Office of Financial Aid** for assistance.

If you are a veteran or veteran dependent utilizing VA Educational Benefits, you must provide an updated concise student schedule to the Office of Veteran Affairs any time you add or drop a class. Failure to do so can result in a financial debt and/or revocation of benefits.