

Adding Courses

After the fifth day of classes, any additions to the original registration must: (1) be recorded on an official add form, and (2) include the instructor's signature. In addition to the Registrar's Office, add forms may be taken to an academic advisor, who may electronically authorize a student to register for a course. Deadlines as outlined in the *General Catalog* must be observed.

Courses may be added for credit or audit. An instructor's signature is required beginning the second week of the semester (sixth day of classes) during fall and spring semesters, and other dates as noted in the *General Catalog*. Students may not add into a full class at any time without an instructor's signature. An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar's Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar's Office. Specific deadlines for adding courses may be found in the *General Catalog*. All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Taggart Student Center 246.

Late Registration

Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added. Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work, as well as Military Science courses, are exempted from this late fee.

All Online Registration and drop/adds will be processed first-come, first-served. Any fees due must be paid by the date indicated on the Registration Billing Statement or courses will be voided. Refer to the registration policies in the current *General Catalog*.

In some instances, a *Course Authorization Form* may need to be completed by a student. The form is used to indicate that a student has received authorization to register for a course, when the computer system does not recognize that he or she has met the necessary requirements (prerequisites, corequisites, minimum GPA, etc.). The form must be signed by an individual in the department or college that is responsible for the course.

Sources:	Academic Standards Subcommittee of EPC	October 12, 2006
	Educational Policies Committee (EPC)	November 2, 2006
	General Catalog	
	Advisor Handbook	