



Undergraduate Late Add Form – Registrar’s Office

University Policy requires students to finalize their registration before the completion of 20% of the term or session. Any registration activity after 20% will be allowed only by submitting this completed form.

Requirements:

- Obtain a signature from the instructor for each class you are adding. The instructor’s signature acknowledges that he or she believes you will still be able meet all requirements for the course(s).
- Obtain YOUR academic advisor’s signature (this is the advisor for your major).
- Sign this form. You, the student, must also sign this form.
- Return this COMPLETED form to the Registrar’s Office (Taggart Student Center Room 246)
- Pay the late fee of \$100 per course. This fee 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 (USU Academic Policy Manual).

Student Information:

Last Name:	First Name:
Student ID (A-Number):	Email Address (required):

Course(s) to be added:

This section must be filled out completely. All of the required information can be found in the Access/Banner system.

CRN (5 digits)	Dept. (e.g. ECON)	Course# (4 digits)	Section	Credits	Instructor Signature* →	Printed Last Name

Comments (from student, instructor, or advisor):

I certify that the information above is correct and no unauthorized changes have been made. I also certify that all signatures are authentic and free of forgery. I understand that forging a signature or providing false information can lead to USU suspension.

Student Signature (required): _____ **Date:** _____

Advisor Signature (required)*: _____ **Date:** _____

**This form must be presented to the Registrar’s Office within three (3) business days of required signatures.*

FOR OFFICE USE ONLY:

Processed by:	Date:	<input type="checkbox"/> FLTE Added
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Comments (Registrar’s Office):
