

## INSTRUCTIONS FOR LATE ADD FORM

For student to be reinstated after the final cancellation date:

- 1) Contact Student Business Services via e-mail or in person before completing this form to make payment arrangements.
- 2) Complete the Late Add Form, being sure to include all crn's.
- 3) Get instructor(s), advisor, and dean's signature.
- 4) Return form to Student Business Services via fax, e-mail, or in person for signature. Make appropriate payment as determined by Student Business Services.
- 5) Deliver the completed form to the Registrar's Office to be reinstated in your classes. For off-campus students, SBS will deliver completed form.

For student adding after registration has closed:

- 1) Complete the Late Add Form, being sure to include all crn's.
- 2) Get the instructor(s), advisor, and dean's signature.
- 3) Contact Student Business Services for payment arrangements and signature.
- 4) Deliver the completed form to the Registrar's Office to be added in the classes. For off-campus students, SBS will deliver completed form.