Permission to ADD a class

Note: The signature of the instructor does not guarantee enrollment – seating capacity, pre-requisites, and class standing determine your eligibility for enrollment.

1. All information must be complete and legible.
2. Students must clear any account holds and conflicts before add slip will be processed.
3. Approval for add slip(s) is valid for 2 business days from the approval date(s).
4. Add slips must be turned in by the student.
5. Permission to add slip is required for each class to be added.
6. **Do not** continue sitting in a class if the instructor does not sign the add slip.
7. **DATE STUDENT BEGAN ATTENDING MUST BE INCLUDED IN ORDER FOR ADD SLIP TO BE PROCESSED.**

Date:______________________

Student Name:__________________________________________________

Student ID: ___________________________Semester/Term_______________________

Email address: ________________________Local phone #:________________________

Class to be Added:
Course Title and Number       Section          Credit Hours
________________________________       ___________         _______________

Approved:_________________________________________________________
Instructor’s Signature     Date

Date student began attending ____________________**For verification purposes.

Approved:_________________________________________________________
Department Chair     Date

Approved:_________________________________________________________
Dean’s Office     Date

Student Signature:_____________________________________    Date:________