

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: _____