COURSE ADD FORM

This form is to be used only for the situations below related to a student’s attempt to add a course. All other schedule changes are to be completed using myHaven.

Submit completed form to the Registrar’s Office, Ulmer Hall 224, (or Clearfield Office) for processing.

SESSION: ____ FA  ____ IT  ____ SP  ____ S1  ____ S2  ____ SU   YEAR: __________________

STUDENT NAME: ________________________________________ STUDENT ID: ___________ DATE: ________________

***Indicate, by checking one of the options below, why this form is being submitted for processing.***

___ Add a course or to correct registration after the last day to add

Instructor: Please indicate why this add is being requested after the last day to add that is published on the academic calendar AND complete the bottom of this form (fill in the course/section and sign and date).

___ Student has been attending but did not officially register.

___ Student needs additional credits to be a full-time student.

___ Student needs additional credits to be on track for graduation.

** Note: Submission of this form with faculty signature does not guarantee an exception will be made to allow a course to be added after the deadline. **

___ Add credits beyond 18.0 semester hours

All students who want to register for more than 18.0 sh (a registration overload) must complete the bottom of this form (fill in the course/section and obtain the instructor’s/department chair’s signature).

GPA Requirement: Overloads are automatically approved for students who have at least a 3.000 cumulative grade point average. Students who have a cumulative grade point average less than 3.000 are required to obtain advisor’s permission (signature below).

Charges: An additional per credit charge will be incurred for each credit over 18.0 sh.

ADVISOR’S APPROVAL

I am aware that my advisee’s cumulative grade point average is less than 3.000. However, I approve of this student’s enrolling in more than 18.0 sh.

Advisor’s Signature: ____________________________________________ Date: ________________

___ Add a course that meets at the same time as another scheduled course

The student will complete the bottom of this form (fill in the course/section). The instructor of the course being added in conflict will sign and date the form acknowledging understanding of the conflict and willingness to work with the student.

COURSE INFORMATION AND FACULTY SIGNATURE

Course Number (i.e. ENGL100) ___________________________________________ Section __________

Dept Chair/Instructor Approval ___________________________________________ Date __________________