**REQUEST FOR LATE ADD**

**DEADLINES FOR 2015-2016**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term 2015:</td>
<td>November 13</td>
</tr>
<tr>
<td>Winter Term 2016:</td>
<td>March 18</td>
</tr>
<tr>
<td>Spring Term 2016:</td>
<td>June 3</td>
</tr>
<tr>
<td>Summer Term 2016:</td>
<td>July 29</td>
</tr>
<tr>
<td>Spring/Summer 2016:</td>
<td>July 8</td>
</tr>
</tbody>
</table>

**TERM ________________________**

- **DO NOT** fill out this form if you are a **GRADUATE STUDENT, in RC or Honors, or enrolled in another College**, even if the class you want to add is in LSA. Please contact the advising center of your program.

- **DO NOT** fill out this form if you are **not already registered for one class**. Please ask the Newnan LSA Academic Advising Center about a **LATE TERM REGISTRATION**.

Printed Name ______________________________________________  ID# ______________________

Uniqname (e-mail) ____________________________________________  Phone ______________________

**Course you wish to add**

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject</th>
<th>Catalog #</th>
<th>Section #</th>
<th>Section #</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. 12345)</td>
<td>(e.g. English)</td>
<td>(e.g. 125)</td>
<td>(e.g. 003)</td>
<td>(e.g. 014)</td>
<td>(e.g. 3)</td>
</tr>
</tbody>
</table>

**You MUST have an override to add a course late**

Do you have an electronic override? □ Yes □ No

You **must** have an electronic override whether the course is opened or closed. Any paper overrides must be taken to the course departmental office.

**Do I have to see an advisor before adding?**

1. Will your credit load exceed 18 hours once the course is added? □ Yes □ No
2. Do you have questions or concerns about adding this course? □ Yes □ No

Advisors are always available to discuss your add with you, but if you **answered yes to either of these questions**, you **MUST see an Academic Advisor before your add will be processed**. To make an appointment, call 764-0332 or visit the Newnan LSA Academic Advising Center, 1255 Angell Hall.

**NOTE:** When you late add a course, your tuition charges are affected **only if** you are registered for under 12 credits and over 18 credits in a full term or under 6 credits and over 9 credits in a half term.

~ Return completed form to the Newnan Academic Advising Center, 1255 Angell Hall ~

(continued)
Election Worksheet – Student’s Please Fill Out Completely

What will be your schedule after adding this course?

<table>
<thead>
<tr>
<th>Course (e.g. English 125)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
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</table>

Total Credit Hours: _______

Reason you are adding this course:

______________________________
______________________________
______________________________
______________________________
______________________________

Student’s Fill Out Election Worksheet Below

I understand the effect that adding this course may have on my program of studies.

Student’s Signature ___________________________________________    Date ______________________

FOR THE ADVISOR:

I have discussed adding this course with the student.

Signature ____________________________

Date ____________________

Date Received

Approved Stamp

Election Worksheet - Student’s Please Fill Out Completely

LAST NAME   FIRST   MIDDLE   CM I.D. NUMBER   TERM AND YEAR

SCHOOL OR COLLEGE   FIELD OF STUDY (PLAN)

REGISTER/ADD

CLASS # | SUBJECT ABR | COURSE # | CREDIT HRS | SECTION | SECTION | MODIFIER

DROP

CLASS # | SUBJECT ABR | COURSE # | CREDIT HRS | SECTION | SECTION

LAST DATE OF PARTICIPATION:

LAST DATE OF PARTICIPATION:

IF YOU ARE CHANGING ONLY CREDIT HOURS OR MODIFIERS (OF, VISIT) ENTER CHANGES BELOW.

CLASS # | SUBJECT | COURSE # | NEW HRS | MODIFIER

APPROVED BY / DATE

PHOTO IDENTIFICATION REQUIRED FOR PROCESSING

LAST DATE OF PARTICIPATION TO BE COMPLETED BY INSTRUCTOR.