



Request for Late Add – Fall 2009

(Deadline November 13)

THE UNIVERSITY OF MICHIGAN
COLLEGE OF LITERATURE, SCIENCE & THE ARTS

Newnan LSA Academic Advising Center
1255 Angell Hall
Ann Arbor, MI 48109

Phone: (734) 764-0332
Fax: (734) 764-2772
www.lsa.umich.edu/lsa/students/advising/academic_standards@umich.edu

■ **DO NOT** fill out this form if you are a **GRADUATE STUDENT or RC or Honors**, even if the class you want to add is in LSA. Instead, contact the advising center of your program and ask them about their ADD policy.

■ **DO NOT** fill out this form if you are **enrolled in any other College**, even if the class you want to add is in LSA. Instead, contact the advising center of your school or program and ask them about their ADD policy.

■ **DO NOT** fill out this form if you are a mainstream LSA student and this is the **only class you are registering for**. Instead, please ask the front desk in the Newnan LSA Academic Advising Center about the procedures for a Late Term Registration.

Instructions: Complete both sides of this form and the attached drop/add sheet.

Return the **completed** forms to the Newnan LSA Academic Advising Center, 1255 Angell Hall.

Printed Name _____ ID# _____

Uniqname (e-mail) _____ Phone _____

Course you wish to add	_____ / _____ / _____ / _____ / _____ / _____												
	<table border="0"> <tr> <td><i>Class #</i></td> <td><i>Subject</i></td> <td><i>Catalog #</i></td> <td><i>Section #</i></td> <td><i>Section #</i></td> <td><i>Hours</i></td> </tr> <tr> <td><i>(e.g. 12345)</i></td> <td><i>(e.g. English)</i></td> <td><i>(e.g. 125)</i></td> <td><i>(e.g. 003)</i></td> <td><i>(e.g. 014)</i></td> <td><i>(e.g. 3)</i></td> </tr> </table>	<i>Class #</i>	<i>Subject</i>	<i>Catalog #</i>	<i>Section #</i>	<i>Section #</i>	<i>Hours</i>	<i>(e.g. 12345)</i>	<i>(e.g. English)</i>	<i>(e.g. 125)</i>	<i>(e.g. 003)</i>	<i>(e.g. 014)</i>	<i>(e.g. 3)</i>
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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?

■ Will your credit load exceed 18 hours once the course is added? Yes No

■ 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.

~OVER~

WHY ARE YOU ADDING THIS COURSE LATE?

WHAT WILL YOUR CURRENT SCHEDULE BE AFTER THIS CHANGE?

Course (e.g. English 125)	Credit Hours	Course (e.g. English 125)	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Credits Hours: _____

Did you begin in LSA as a freshman in Summer 2003 or later? Yes No
I understand the effect that adding this course may have on my program of studies and fees.

(Student Signature)

(Date)

FOR LSA ACADEMIC ADVISING CENTER USE

Advisor approval (when required)

Date received

Approved for Processing