

TO LATE ADD A COURSE
EAST TENNESSEE STATE UNIVERSITY
OFFICE OF THE REGISTRAR

LIST OF DEANS FOR LATE ADDS

Adding a Course Late - Adding a course may result in additional fees and tuition. Please check your *GoldLink* account and pay fees as applicable.

Section I: Student should complete this section of form.

Section II: Student must have the late add form signed by the instructor of each class you desire to add (if the instructor is not available, the department chair can sign in their place) and the dean of your college major

Section III: For dean signature - see list of deans or designees below.

Section IV: Registrar - completed form should be returned to the Registration Office (Burgin E. Dossett Hall, Room 102) for processing.

Section V: Bursar-Fee payment due same day Late Add is processed.

It is the student's responsibility to verify and keep documentation of all schedule changes (adds, drops, withdrawals, etc.) Students should verify changes on *GoldLink*.

Students' late add forms should be approved by the following:

Undeclared (or Academic Focus Area) Students	Dr. Stacy Cummings-Onks 212 Carrier Center (D.P. Culp)	423-439-5244
College of Arts and Sciences	Dr. Martha Michieka or Designee 222T Carrier Center (D.P. Culp)	423-439-5248
College of Business and Technology	Dr. Jill Hayter 213 Sam Wilson Hall	423-439-6984
Clemmer College of Education and Human Development	Ms. Kelly Mitchell or Designee 201H Warf-Pickel Hall	423-439-7626
College of Health Sciences	Dr. Ali Williams 489 Lamb Hall	423-439-5052
College of Nursing	Dr. Whitney Tisdale 2-230 Roy S. Nicks Hall	423-439-4523
College of Public Health	Dr. Taylor Dula 252 Lamb Hall	423-439-4243
Interdisciplinary and Continuing Studies	Dr. Kelly Mitchell or Designee 201H Warf-Pickel Hall	423-439-7626
College of Graduate Studies (<i>all graduate level students</i>)	Dr. Karin Bartoszuk 311 Yoakley Hall	423-439-4221

**EAST TENNESSEE STATE UNIVERSITY
STUDENT REQUEST FOR PERMISSION TO LATE ADD
WITH DEAN'S PERMISSION (SEE ACADEMIC CALENDAR)**

I. STUDENT: COMPLETE THIS SECTION.

Name _____ E #: _____ Telephone _____

Classification: _____ Department: _____ Major: _____

Briefly explain your reason for this request. Only requests with "clearly extenuating circumstances" which prohibited timely registration/add will be considered.

STUDENT'S SIGNATURE _____

DATE _____

II. INSTRUCTOR *OR* DEPARTMENT CHAIR APPROVALS - REQUIRED AFTER LAST DAY TO LATE REGISTER, LATE ADD, SELECT P/F, ETC.

CRN #	SUBJECT	COURSE #	SECTION #	ATTENDING CLASS?		INSTRUCTOR'S APPROVAL	DATE	<u>OR</u>	DEPARTMENT CHAIR'S APPROVAL	DATE
				YES	NO					
Example 11111	Example BIOL	Example 1010	Example 001	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

THIS FORM MUST BE PRESENTED TO THE REGISTRAR WITHIN ONE WEEK OF EARLIEST INSTRUCTOR'S APPROVAL.

III. Dean/Registrar Approval – Required after deadline for Late Registration by Permit Only. Graduate students present their documents to be received by the School of Graduate Studies.

Dean's Comments: _____
 Approved/Disapproved: _____ DEAN _____ DATE _____

IV. Processed _____
 _____ REGISTRAR _____ DATE _____

V. FEE PAYMENT

Payment of your fees is **required** on the **same day** as processed or follow up with the **Office of Financial Aid** for assistance.

If you are a veteran or veteran dependent utilizing VA Educational Benefits, you must provide an updated concise student schedule to the Office of Veteran Affairs any time you add or drop a class. Failure to do so can result in a financial debt and/or revocation of benefits.