

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 Registrar at 102 Dossett Hall 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 | Ms. Kelly Mitchell or Designee 201H Warf-Pickel Hall | 423-439-7626 |
| College of Clinical & Rehabilitative Health Sciences | Dr. Ali Williams 436 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 |
| Division of Cross-Disciplinary Studies | Dr. Jill Leroy-Frazier 317 Nell Dossett Hall | 423-439-4223 |
| 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 | OR 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.