STEPHEN F. AUSTIN STATE UNIVERSITY
Late Add or Course Reinstatement Request Form

IMPORTANT: Late adds or course reinstatements must be completed by 5:00 p.m. on the University’s 20th official class day (Fall/Spring) or 15th official class day (Summer). Incomplete forms will not be processed.

Student Name (print): ______________________________________ SFA ID#: ___________________________

Address: _____________________________________________________________________________________

Telephone number: ________________________ Student SFA Jacks email address: ________________________

This is a request for (mark one):

________ Late Add (Registering or adding a course after the regular registration period has ended)

________ Course Reinstatement (Re-registering in a course from which the student has been dropped)

Course to be added or reinstated (a separate form must be completed for each course):

<table>
<thead>
<tr>
<th>Course</th>
<th>Prefix</th>
<th>#</th>
<th>Section</th>
<th>CRN</th>
<th>Part of Term</th>
<th># of Semester Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab</td>
<td>Prefix</td>
<td>#</td>
<td>Section</td>
<td>CRN</td>
<td>Part of Term</td>
<td># of Semester Credit Hrs</td>
</tr>
</tbody>
</table>

Instructor’s Name: ___________________________________________ Semester & Year: _____________________

Reason for late add or reinstatement:

____________________________________________________________________________________________

I understand I am responsible for the additional tuition and fees associated with this request, including the Late Add Fee or Reinstatement Fee. I further understand that these amounts plus other tuition and fees must be paid before this request can be finalized.

NOTE: SIGNATURES MUST BE OBTAINED IN THE FOLLOWING ORDER:

Student Signature: ___________________________________________ Date: ________________________

Course Instructor: ___________________________________________ Date: ________________________

Department Chair: ___________________________________________ Date: ________________________

Dean or Associate Dean of college: _____________________________ Date: ________________________

After obtaining signatures, the Dean’s Office will fax a copy of this form to the SFA Business Office and Registrar’s Office. The student must then immediately contact the Business Office at (936)468-6960 for required payment amount and instructions. After payment is made, the Business Office will contact the Registrar’s Office to complete the enrollment.

____________________________________________________________________________________________

Business Office use only: Form received (date): _____________ Registrar’s Office notified (date): ___________