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).

Student Name (print): ______________________________________ SFA ID#: ___________________________
Address: _____________________________________________________________________________________
Telephone number: ________________________ Student's SFA 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># of Semester Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>#</td>
</tr>
<tr>
<td>Lab:</td>
<td># of Semester Credit Hrs</td>
</tr>
<tr>
<td>Prefix</td>
<td>#</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): _____________