Course ‘Late-Add’ Application

Student MUST be a declared Major under the Liberal/Applied Arts College only: ________________

STUDENT NAME

Last, First M.I.

STUDENT ID

Course

Prefix # Section Semester Credit Hrs

Professor

Semester/Year

Reason for reinstatement request:

INSTRUCTIONS and PROCEDURE

1. This form must be signed by the student and the course professor.
2. Take form to Ferguson 291 and await approval from the Associate Dean (form may also be emailed to tgauntt@sfasu.edu by the course professor or the Department Administrative Assistant).
3. If approved by Associate Dean Barringer, a memo will be faxed to both the Business and Registrar’s Offices.
4. The Dean’s Office will send a memo to your MySFA e-mail account to with further instructions.

STUDENT’S AGREEMENT: I understand that I will be responsible for any additional fees associated with adding this course to my current schedule after the official registration date has ended. The Business Office will charge a ‘late-add’ fee of $50/credit hour to my SFA account and I must contact their office at (936)468-2320 before I am officially allowed into the class. I also understand that I must contact the Registrar’s Office at (936)468-2132 to establish official enrollment for the above-stated class.

Signature of Student ____________________________ Date ____________________________

The above-named student has my permission to be enrolled into the above-named course:

Signature of Course Professor ____________________________ Date ____________________________

Signature of Associate Dean, LAA ____________________________ Date ____________________________