

**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)

**If you are adding a course, or were dropped from a course that has not yet started, this form is not needed, simply register for the course. Please login and re-register for the course(s).**

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

**Course:** \_\_\_\_\_ # of Semester Credit Hrs \_\_\_\_\_

Prefix & #      Section      CRN      Course Start Date (required)

**Lab:** \_\_\_\_\_ # of Semester Credit Hrs \_\_\_\_\_

Prefix & #      Section      CRN      Course Start Date (required)

**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): \_\_\_\_\_