

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

IMPORTANT: Late adds or course reinstatements must be completed by the appropriate deadlines listed on the Student Business Services website. Incomplete forms will not be processed.

Website: <https://www.sfasu.edu/sbs/dates-deadlines>

Student Name (print): _____ S FA 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 email a copy of this form to the SFA Student Business Services Office at sbs@sfasu.edu. The student must then immediately contact Student Business Services at (936) 468-6960 for required payment amount and instructions. After payment is made, the Student Business Services will contact the Registrar's Office to complete the enrollment.

Business Office use only: Form received (date): _____ Registrar's Office notified (date): _____