

## LATE COURSE ADJUSTMENT

This form is to correct enrollment changes that were made during the DROP/ADD period but were not reported to the Registrar's Office. Use a separate form for each ADD and for each DROP.

### TO BE COMPLETED BY STUDENT:

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
I request to ADD \_\_\_\_\_ DROP \_\_\_\_\_ the following course:  
Term: \_\_\_\_\_ Dept: \_\_\_\_\_ Course #: \_\_\_\_\_ Sect: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

### TO BE COMPLETED BY INSTRUCTOR:

#### LATE ADD

Students FIRST day of attendance

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Today's Date*

Late Fee:

\_\_\_\_\_ \$10 through week 5    \_\_\_\_\_ \$20 through week 10

### TO BE COMPLETED BY INSTRUCTOR:

#### LATE DROP

Students LAST day of attendance

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_ \$30 through week 13    \_\_\_\_\_ \$40 after week 13