



## Late Entry / Course Exchange Request

- To request late entry into a course(s) after the add/drop period has passed, complete Section 1.
- To request course exchange (late entry and late drop) after the add/drop period has passed, complete Sections 1 & 2.
- After obtaining instructor(s) and dean(s) approval, submit this form **in person** to Records and Registration (ES 70) **within two weeks of dean's signature.**
- Bookstore notice: Approval of this form does not exempt you from textbook return/refund deadlines.
- Financial Aid notice: Approval of this form may change Pell Grant eligibility. Contact Financial Aid with questions.

Name: \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 1: LATE ENTRY – ADD COURSE

Course ID (6-Digits)	Subject (e.g. SOC)	Number (4-Digits)	Section (2-Digits)	Course Start Date	Instructor Approval	Dean Approval
					<i>Instructor permission indicates that late entry will not jeopardize the student's ability to succeed.</i>	
					Signature _____ Date _____	Signature _____ Date _____ <b>Overload? YES NO</b>
					Signature _____ Date _____	Signature _____ Date _____ <b>Overload? YES NO</b>
					Signature _____ Date _____	Signature _____ Date _____ <b>Overload? YES NO</b>

### SECTION 2: COURSE EXCHANGE – DROP COURSE

Course ID (6-Digits)	Subject (e.g. SOC)	Number (4-Digits)	Section (2-Digits)	Course Start Date	Dean Approval
					Signature _____ Date _____
					Signature _____ Date _____
					Signature _____ Date _____