



Late Entry / Course Exchange Instructions

The Late Entry/Course Exchange Request form is used to:

- Add a course after it has started
- Add a course even if the course is full (after the add/drop period for that course)
- Exchange one course for another (after the add/drop period)

Request Process:

STEP 1) Meet with an Academic Advisor. Go to the Advising Center to pick up a form and meet with an advisor. An advisor signature is required before the form will be processed.

STEP 2) For a late entry, request approval from the instructor and obtain his/her signature.

STEP 3) Meet with Accounting and Fees to request approval and obtain signature (Late add ONLY).

- Accounting and Fees must approve the form to ensure there are no financial holds and payment arrangements have been made for the new registrations

STEP 4) Bring completed form to Records Office (ES 70) **within one week of instructor's signature**. If the late entry request is to add a class that is full, the Dean's signature is also required. If this is the situation, the Records Office will forward this form to the Dean. You will be notified by email regarding the status of your request.

Notices:

- **Courses with current or former grades of FN, NN and W are not eligible for a course exchange.**
- This form must be completely filled out with all the required signatures in order to be processed.
- This form will not be processed if payment arrangements have not been made or if unpaid balances or account holds exist.
- Course exchanges must be submitted before the "Last Day to Withdraw" for the course.
- Approval of this form does not exempt you from textbook return/refund deadlines.
- Courses added via this form may be **ineligible** for aid and/or may change grant eligibility. If you have questions regarding possible changes to your eligibility, please ask your advisor or contact the Financial Aid Office.
- Courses exchanges must equal the same amount of credits.
- You must be an **admitted** NHCC student in order to do a late entry or course exchange.