



## Late Course Add

*Students must be registered to receive credit for the course. Students will not be allowed to attend classes if they are not registered.*

*The late course add policy allows for a course to be added late – with instructor permission – within the first 25% of the term or part-of-term in which the course is being offered. For example, adding a 16 week term course late will require the form to be submitted to the Registrar's Office no later than the end of week four (see [Academic Calendar](#)). Forms received late will not be processed.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Degree EdD CAGS MA MAT MBA MEd MS BA BS BFA Certificate

Major \_\_\_\_\_ Concentration/Option \_\_\_\_\_

Major \_\_\_\_\_ Concentration/Option \_\_\_\_\_

If this is your first class at PSU, please use the Registration Form.

**Please indicate the term (Fall, Early Spring, Spring, or Summer) and the year for the course or courses you are adding to your schedule.**

Term & Year	Course Number	Course Title	CRN	Credits	Instructor Signature or Online Override (if required)
<i>(Example) Summer 2018</i>	<i>EN-1234</i>	<i>English Example</i>	<i>11111</i>	<i>3</i>	

**Undergraduate students must ALSO complete an [Overload Request form](#) if total credits exceed 17 credits.**

**Please contact Student Account Services at (603) 535-2215 or via email at [psu-studentaccount@plymouth.edu](mailto:psu-studentaccount@plymouth.edu) for overload fee amount.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
*I certify that the information supplied on this form is true.*

*Please return this form to the registrar's office in Speare via the methods noted below.*

Processed by: _____	Date _____	8/2019
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