



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 EdS CAGS MA MAT MBA MEd MS BA BS BFA Certificate

Major _____ Concentration/Option _____

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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 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: _____	9/2020
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