



## Late Course Add

Return form to the registrar's office at [psu-registrar@plymouth.edu](mailto:psu-registrar@plymouth.edu).

**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](#) for the year and semester for which you are registering.. Forms received late will not be processed.*

Starting with spring 2026 registration, continuing and returning matriculated and non-matriculated students who request to add a course(s) after the published add/drop period of the fall or spring semester or part-of-term has ended will be charged a non-refundable \$50 per course late add fee.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Student ID \_\_\_\_\_

Please Check Degree/Certificate and List Majors/Concentrations/Options:

\_\_\_ EdD \_\_\_ DPT \_\_\_ EdS \_\_\_ CAGS \_\_\_ MA \_\_\_ MAT \_\_\_ MBA \_\_\_ MEd \_\_\_ MS \_\_\_ APB \_\_\_ BA  
\_\_\_ BS \_\_\_ BFA \_\_\_ Certificate

Major(s) \_\_\_\_\_

Concentration(s)/Option(s) \_\_\_\_\_

If this is your first class at PSU, please use the [Student Input Form](#).

**Please indicate the term (Fall, Winterim, 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)
(Example) Summer 2018	EN-1234	English Example	11111	3	

**Undergraduate students must ALSO complete a [Credit Overload Request form](#) if total credits exceed 18 credits.**

**Please contact Student Financial Services at (603) 535-2338 or via email at [psu-sfs@plymouth.edu](mailto:psu-sfs@plymouth.edu) for overload fee amount or with tuition questions.**

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

Processed by: \_\_\_\_\_ Date \_\_\_\_\_

8/2025