

LATE ADD / SCHEDULE CHANGE FORM

Semester (select one): Fall/Holiday Spring Summer I/Mini Summer II _____
(Year)

Student ID: _____ Name: _____
Last First M.I.

INSTRUCTIONS: This form is to be used if you are adding or replacing a course. If you are only dropping a course, please use the Drop/Resignation Form.

| ADD | DROP | Course | Section/Number | Instructor Name (Print) | Instructor Signature * | Reason Code or Comment |
|-------------------------------------|-------------------------------------|------------------|---------------------|-------------------------|------------------------|------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ex. PSYC 2301 | Ex. F001 – 10159 | Kate Anderson | <i>Kate Anderson</i> | 3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Ex. MUSI 1310 | Ex. H001- 3792 | Jim Anderson | | 1 |
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* Adding a course that will place you over the Maximum Hour Cap requires Dean Approval.

Student Comment: _____

Instructor/Advising Comments: _____

- Reason Codes:**
1. Time Conflict / Change in Work Schedule
 2. Over Maximum Hours (Dean Approval Required)
 3. Instructor Approval
 4. Other (please enter a comment)

I certify by signing this form that I am aware of the academic/financial implications associated with my request to add/replace a course(s) for the semester indicated above. The academic/financial implications can be found in the Lee College catalog at www.lee.edu/catalog.

Student Signature: _____ **Date:** _____