

Term: _____ Year: _____

Name: _____ Student ID Number: _____

Phone number: _____ Email: _____

Submit this form to request a late course addition after the drop/add deadline. High School Dual Enrollment (HSDE) students should not be late added through this process and must instead be referred to the HSDE Office for assistance. Late course additions are considered exceptions and require department approval under the following circumstances:

- **No Attendance:** The student has not been marked as having attended the course.
- **More Than 1 Week Since Non-Payment Drop:** The late add request is submitted more than one week after the student was dropped due to non-payment. *(Approval is not required if it has been less than 1 week).*
- **First-Time Registration:** The student is trying to add the course for the first time after the drop/add deadline.

Provide the details for the course(s) you wish to add and obtain an approval signature if applicable.

Course	Section	Title	Department Chair (or Authorized Department Official) Approval Signature	Date
			☐ override full section	
			☐ override full section	
			☐ override full section	
			☐ override full section	
			☐ override full section	
			☐ override full section	

Reason for late add: _____

Requests for late adds must be submitted to the Records Office via email to registrar@sfcollege.edu or in person at the Northwest Campus, Building R, Room 112.

**Students will only be granted a late course addition once through this process.
Please ensure your payment is processed right away to avoid being dropped again.
If a second drop for non-payment occurs, the course(s) cannot be re-added.**

By signing below, I understand that I am requesting a late add for a course already in progress and that the deadline to drop the course with a refund has passed. I acknowledge that I am responsible for all missed assignments and for coordinating a plan with the instructor to make up required work. I understand that there may be negative Financial Aid and/or VA funding implications when adding classes after the official last day to add a class for the term.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Processed by: _____ Date processed: _____ ☐ Notification ☐ Scan