



Date: _____ Return by: _____ Int. _____

UNC PETITION FOR EXTENSION OF THE ADD DEADLINE

PLEASE READ BEFORE COMPLETING FORM

According to Colorado State enrollment reporting guidelines and University policy, a student is not permitted to add courses to his/her schedule after the published deadline. An exception to this policy will be granted only under ***very unusual circumstances***.

NOTICE: You will be billed for any enrollment over 16 credits (graduates and undergraduates). Withdrawn classes remain calculated in your tuition and fees. For more details regarding overloads and withdrawals please refer to our website at www.registrar.unco.edu

MUST BE COMPLETED BY STUDENT

Name _____ Bear # _____

Home Phone # _____ Work Phone # _____

I request permission to add to my schedule _____, _____.
(semester)

Reg #	Prefix	Number	Section	Credits

Beginning and ending dates for short course/workshop _____

The reason this class was not added prior to the deadline is as follows: _____

(use back if more space is needed)

Students Signature _____ Date _____

MUST BE COMPLETED BY FACULTY

STUDENT STARTED ATTENDING THIS CLASS WHEN? _____
Date

This date must be on or before the drop deadline for consideration. Students added to classes after the drop deadline may not count for credit for the University's official reports, which are used to fund and staff the University.

Faculty Signature _____ Phone# _____ Date _____

Director Signature _____

Approved by _____	Date _____	Comments _____
Disapproved by _____	Date _____	Comments _____