

Syracuse University

Office of the Registrar

Request to Late Add a Class(es)

**Please Note: Late adding a class after 30 days from the end of the term is not permitted!
This is a request for review and decision; approval is not guaranteed.**

Students who wish to late add a class(es) after the add deadline of the class must secure written permission from the instructor (or department of the class, the University Registrar and the Bursar to pay or make satisfactory payment arrangements, for all tuition and applicable fees associated with the class(es).

Student's Information and Class(es) to Add:			
Name:		SUID #:	
Student email:		Term:	
Class:	Class #:	Section:	Credit hours:
Class:	Class #:	Section:	Credit hours:
Current # of semester credits before add =		Total # of semester credits after add =	

Please provide a detailed explanation why you were unable to register by the official add deadline of this class(es).

Your signature below indicates that you have read and that you understand that this class(es) will not be added to your current schedule unless approved by the University Registrar and the Bursar. Registering late for the above class(es) does NOT grant me any extension to the academic deadlines to audit, pass/fail, drop or withdraw from the above class(es). It is my responsibility to know and abide by both the academic and financial drop deadlines of the above class(es) available via MySlice >Search for Classes and the financial drop deadlines via MySlice>Student Services>Finances>View Financial Deadlines.

Signatures: (check with your school/college for required signatures):	
Student:	Date:
Instructor:	Date:
School/College/Department Approval:	Date:

Submit to the Office of the Registrar, 106 Steele Hall. (University College students must submit their request to the University College Bursar/Registration Office, 700 University Ave, Room 103.)

For Administrative Office Use Only:		
University Registrar:	Date:	Approved _____ Denied _____
Bursar:	Date:	