



Course Add Form

This form is to be used **ONLY** if the course(s) may not be added through Self Service. This form is **NOT** to be used by traditional students to add an Accel course. **Forms will not be accepted after the add period for each respective semester/term. Students are responsible for any charges incurred by adding courses.** Carefully read the options below and complete the appropriate section. **PLEASE PRINT.**

Student Information

AU Student ID	Last Name	First Name	Middle Initial

Semester/Year (choose one): Fall 20_____ Spring 20_____ Summer 20_____

Option 1: Override of Course Capacity

Students should complete this portion if they are attempting to add a course that is full. Please note that students will NOT be added to a course that is full and has a waiting list.. Students are required to add themselves to the respective waiting list.

Course Prefix	Course No.	Section	Instructor's Signature	Dean of College/Department Chair Signature

Students using this option should submit completed form to the Office of the University Registrar for processing. You are NOT enrolled in the course(s) until this form has been processed and the course added to your schedule. Students should check their Self Service schedule to verify course has been added.

Option 2: Enrollment Exceptions

Students should complete this portion if they are attempting to add a course that meets the following criteria:

- Check all that apply:**
- Need course for graduation; specify date _____
 - Pre-requisite has not been met
 - Time conflict (must obtain permission from all faculty involved)

Course Prefix	Course No.	Section	Instructor's Signature	Dean of College/Department Chair Signature

Students using this option should begin the process with their advisor. Forms should be submitted to the Dean of the College for the course(s) requested. If approved, the Administrative Assistant for the respective College will register the student..

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

University Registrar use only:

Date processed:	Processed by:
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