

# PERMISSION FOR LATE ADD REGISTRATION

OneStop Student Services ▪ University Hall ▪ CPO #1350 ▪ 350- 4500

**For use in adding a course during the 6<sup>th</sup> – 10<sup>th</sup> day of classes**  
**(Students must pre-pay in the Cashier's Office if any additional tuition and fees are applicable)**

Name (Print) \_\_\_\_\_ UNC Asheville ID# \_\_\_\_\_  
Last First Middle  
Course Dept \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_  
TERM: Full \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_

## INSTRUCTOR/DEPARTMENT CHAIRS:

This student is being added to this class for the following reason/s:

This is a full or by-permission-only course: Yes  No  This is a request to over-ride a time conflict: Yes  No   
This is a request to over-ride co/pre-requisite: Yes  No  This is a variable credit course for \_\_\_\_\_ credit hours.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Please check all appropriate boxes above before signing form.*

Dept. Chair Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Department chair's signature is required for all late-add requests*

*By signing below, I agree that within 24 hours of this form being processed, I will check my OnePort account to confirm my schedule.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Processed By \_\_\_\_\_ Date \_\_\_\_\_)

Rev. 07/08

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