

## Course Add Form

Student:

Simpson ID:  \*

Cell Number:  \*

Instructor:

\*\*\*An error will occur if no Instructor is entered.\*\*\*

Course Number:  Section:

Course Title:

Reason For Request:

**Important Information:**

- This form is for adding a course before the end of the Add/Drop period for the term. *The record is posted online in the [Academic Calendar](#).*
- Enrollment in 5 or more four-credit courses will result in additional fees except for private music lessons.
- Enrollment in more than 19 credits will result in additional fees except for private music lessons.

signature as legally binding as your hand-written signature.

Student Signature:

Submit

**For Instructor Use Only**

Approve or Deny:

Rationale:

signature as legally binding as your hand-written signature.

electronic signature as legally binding as your hand-written signature.

Instructor Signature:

**Registrar's Office Only**

Submit

Date Request was Completed:

Initiated by the student.

The student's advisor does not receive notification if this form is approved or denied as is the current process with the paper Course Add form.

The reasons for the request are as follows:

- Need to waive prerequisite
- Course is full
- Course requires instructor permission to be registered

Instructor may approve or deny the student's request. If the instructor denies the request, please type in a rationale statement for the student on why it was denied.

This form should only be used for Traditional Day classes. Students that wish to be added to a closed C&G course need to contact Paula Palmer as she maintains waitlists for all C&G classes.