



## Late Entry / Course Exchange Instructions

### The Late Entry/Course Exchange Request form is used to:

- Add a course after it has started
- Add a course even if the course is full (after the add/drop period for that course)
- Exchange one course for another (after the add/drop period)

### Request Process:

**STEP 1)** Meet with an Academic Advisor. Go to the Advising Center to pick up a form and meet with an advisor. An advisor signature is required before the form will be processed.

**STEP 2)** For a late entry, request approval from the instructor and obtain his/her signature.

**STEP 3)** Meet with Accounting and Fees to request approval and obtain signature.

- Accounting and Fees must approve the form to ensure there are no financial holds and payment arrangements have been made for the new registrations

**STEP 4)** Bring the completed form **in person** to Records Office (ES 70) within one week of instructor's signature

- If the late entry request is to add a class that is full, the Dean's signature is also required. If this is the situation, the Records Office will forward this form to the Dean. You will be notified by email regarding the status of your request.

### Notices:

- **Courses with current or former grades of FN, NN and W are not eligible for a course exchange**
- The Late Entry/Course Exchange form will not be processed if payment arrangements have not been made or if unpaid balances or account holds exist.
- Approval of this form does not exempt you from textbook return/refund deadlines.
- Course exchanges must be requested before the "Last Day to Withdraw" for the course.
- Courses added via this form may be ineligible for aid and/or may change grant eligibility. If you have questions regarding possible changes to your eligibility, please ask your advisor or contact the Financial Aid Office.