

The first week of each semester is the published Drop/Add period. During this time, students may drop and/or add classes at their discretion, provided there are openings in the courses and the student has met the appropriate prerequisite requirements. If a student wishes to add a course after this published deadline, it is considered an exception to the registration policies and requires several levels of support and documentation.

Please note: **ANY** addition to a student schedule after the published deadline is considered a late add, including requests to change from one section to another section of the same course.

Under exceptional circumstances a student may be allowed to add a course after the deadline. The completed transaction, accompanied by support from the instructor, department chair, and Associate Dean of Undergraduate Business Programs, **must** include a \$25 late add fee and any additional tuition. Please follow the steps listed below in sequential order:

1. Attach a letter from you, the student, addressed to the Associate Dean of Seidman Student Services, to the [Registration Drop/Add Form](#). Please see Late Add Appeal Letter section below for specifications.
2. Obtain the faculty member's approval by a signature on your letter or Drop/Add Form for the course being added.
3. Obtain the appropriate department Unit Head's approval by signature on your letter or Drop/Add Form for the course being added.
4. Obtain the Associate Dean Joy Gianakura's approval by signature on your letter or Drop/Add Form for the course being added.
5. Pick up approved Drop/Add Forms at Seidman Undergraduate Student Services, 1041 Seidman Center, and deliver them to the Records Office for processing. Seidman Undergraduate Programs will **NOT** forward forms to Records.

All late registrations involve additional fees. You will be assessed \$25 for adding a class late. You will be assessed a \$50 late registration fee if you are registering for all classes past the posted deadline.

## Late Add Appeal Letter

In developing your letter of appeal for approval to add a course after the published deadline, you will need to provide detailed and specific information regarding your request. Please use the following outline when developing your appeal:

1. **WHY** do you need to add the course after the published deadline?
  - a. This is probably the most important information needed.
  - b. Provide detailed background information.
2. Do not use this letter to blame others for the situation – take responsibility for the circumstances in which you find yourself. It is assumed that you will be honest. If you made some mistakes, admit it and accept responsibility.
3. What steps will you take to ensure that the need for this type of an exception will not be necessary in the future? Demonstrate your knowledge of the policies surrounding registration.
4. Supporting Documentation
  - a. If applicable, supply copies of any supporting documentation, such as doctor's notes, accident reports, etc.
  - b. Letters of support from faculty, either your advisor or another faculty member who can vouch for the circumstances surrounding this request.