

COURSE ADD FORM
Simpson College Office of Academic Affairs

Student's Name _____ I.D. _____

Cell or Phone Number _____ Email address _____

Student's
Signature _____ Date _____

Directions:

1. If the course is open, you have the prerequisites for the course and it is before the first day of the term you can add the course using the online registration system and do not need this form.
 2. Complete one form per course. Submit to Registrar's Office before the end of the add period.
 3. Instructor signatures are required. If the instructor is unavailable, see the department chair.
 4. Advisor signature is required.
 5. Enrollment in 5 or more four-credit courses will result in additional fees.
 6. Enrollment in more than 19 credits will result in additional fees except for private music lessons.
 7. The last day to add a class is posted online in the Academic Calendar. An Academic Petition is needed to add a class after that date. See add policy for exceptions.
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Course Information: Department _____ Number _____ Section _____ Term _____

Course Title: _____

Instructor need to sign **all** that apply. Add comments as needed.

I authorize the student to be added to this course even if the course is closed when this form is submitted to the registrar's office.

Instructor's signature: _____ Date: _____

I authorize the prerequisites for this course to be overridden.

Instructor's signature: _____ Date: _____