

Colleges of Arts, Languages & Letters
Advising Center
Request to add a course after the deadline

Instructions to request to add a course after the deadline:

1. Discuss the conditions of missed attendance and make up work with the course instructor.
2. If the instructor allows you to add the course, have him/her sign the Add Form (available at <http://manoa.hawaii.edu/registrar/forms>).
3. Complete the Student Section below.
4. Bring both the Add Form and this form to the Advising Center in Sakamaki D202 to discuss the late add process with an academic advisor or email forms to advisewd@hawaii.edu

Student Section

Name: _____ Student ID: _____

Course: _____ Credits: _____ CRN: _____ Semester/Year: _____

Instructor (print name): _____

I am requesting to add the above course after the University's deadline date for the following reason(s):

I agree that, if my request for the late add is approved this semester:

- I must take this course for a letter grade and will not withdraw or request an incomplete grade in this course.
- I am responsible for making up any missed work.
- I have already discussed the conditions of missed attendance and make up work with the course instructor.
- I will submit the Add Form to the Registrar's Office in QLC 10 immediately. The course will not be officially added until I complete this step.

Student's Signature

Date

Advising Center use only

Advisor's signature: _____ Date: _____

Add Form to Registrar: _____

Notes: