



**Instructions:**  
 Step 1: Complete information for the course.  
 Step 2: Submit to Course Dean for permission to add after term.  
 Step 3: Submit to the Instructor of Record for Grading.  
 Step 4: Instructor of Record returns to Records and Registration.

**Existing Holds will prevent processing of this form.**

**This Form Can Not Be Used To:  
 Challenge Classes  
 Make Changes after 1 Year**

**Step One:** To be completed by the **Student**.

UNM ID. Number	Date	TERM	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> CRN						
Student Name		DEPT.	COURSE #	SECTION #					
Student Signature		Grade Mode: Audit <input type="checkbox"/> CR/NC <input type="checkbox"/> Letter Grade <input type="checkbox"/>		Credit Hours: _____ (Hours) (if Variable Hour Section)					
By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course and I authorize the class to be added to my academic record and the current <b>Late Transaction Fee</b> to be posted to my account.				Section Change from: _____ (CRN) (if changing to another)					

**Step Two:** To be completed by the **Dean of the College** (Arts & Sciences, Engineering, etc.) offering the Course.

Required for all requests.	Course Dean's Signature
	Date

**Step Three:** To be completed by the **Instructor of Record** (Primary) for the course.

Instructor Name	The above student completed the listed class and received a grade of: _____
Instructor Signature	Last Date of Attendance: _____ <small>Required for W, WP, WF, WNC, F, NC, I grades</small>
Phone Number	Earned Graduate Credit? <input type="checkbox"/> <small>Required for undergraduate student taking course for graduate credit</small>
Date	

**Step Four:** To be completed by the **Instructor of Record** (primary).  
 To return this form in person, present form and valid photo identification to Records and Registration, Mesa Vista Hall - North or Student Support and Services Center.  
**For any other delivery method; please place in envelope, seal the envelope, and sign across the seal.**

**For Office Use Only:**

Comments: _____
Approved: _____ Denied: _____ Fee Charged: _____ Verified: _____ Date: _____