



Instructions:

- Step 1: Complete information for the course.
- Step 2: Submit to the Instructor of Record for permission to add.
- Step 3: Submit to Course Dean for permission (if after deadline).
- Step 4: Student returns to Records and Registration.

Changes after the Last Day to Add
will incur
Late Transaction Fees.

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

UNM ID. Number	Date	TERM								CRN
Student Name		DEPT.	COURSE #	SECTION #						
Student Signature		Grade Mode:		Credit Hours: _____ (Hours)						
By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.		Audit <input type="checkbox"/>		(if Variable Hour Section) _____ (Hours)						
		CR/NC <input type="checkbox"/>								
		Letter Grade <input type="checkbox"/>		Section Change from: _____ (CRN) (if changing to another)						

Student must obtain required overrides (capacity, prerequisite, co-requisite, duplicate, special approval, etc.) **prior to submitting this form.**

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

Required for all requests.	_____ Instructor Signature Date
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Step Three: To be completed by the **Dean of the College** (Arts & Sciences, Engineering, etc.) offering the Course.

Only required after the Last Day to Add or to authorize Department billing.	_____ Course Dean's Signature Date
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Option: I certify that a student enrollment error was caused by _____ Department and the Late Transaction Fee should be charged to Departmental Index Code: _____ / Account Code: _____

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

Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall - North or Student Support and Services Center.

For Office Use Only:

Comments: _____

Processed By: _____ Fee Charged: _____ Date: _____