Request for Late Add  
CLAHS Majors Only

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>VT Email</th>
<th>Cell Phone Number</th>
<th>Current Major</th>
<th>Term</th>
<th>Year</th>
<th>Academic Level</th>
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Term: Fall, Spring, Summer, Winter

Year:

Academic Level: FR, SO, JR, SR

Course Requested to Late Add

<table>
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<tr>
<th>Department</th>
<th>Course Number</th>
<th>CRN</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Credit Hours</th>
<th>Grade Option</th>
<th>Reason for Late Add</th>
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Credit Hours: A-F, P/F, AUD

Signatures of Approval

Student: Date

Instructor: Date

Department Head: Date

CLAHS Undergraduate Academic Affairs Office: Date

Office Use Only

Date Received: Date Processed:

Processed By:

This form is to be used by students with a primary major in the College of Liberal Arts & Human Sciences and only after the deadline has passed that is listed on the University Registrar’s website (www.registrar.vt.edu).

- An instructor’s signature is required or the request will not be reviewed.
- Requests cannot be processed if there is a hold on your account. Students are responsible for resolving holds prior to being late added to a class.
- If approval of this request will cause you to exceed 19 credit hours for the term, you will need to submit a Request for Overload form (www.liberalarts.vt.edu/forms). You will not be registered for the course without overload approval.