



# Request for Late Add CLAHS Majors Only

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](http://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](http://www.liberalarts.vt.edu/forms)). You will not be registered for the course without overload approval.

## STUDENT INFORMATION

Student ID Number:

Last Name:  First Name:

VT Email:  Cell Phone Number:

Current Major:

Term:  
 Fall  Spring  Summer  Winter

Year:

Academic Level:  
 FR  SO  JR  SR

## COURSE REQUESTED TO LATE ADD

Department:

Course Number:  CRN:

Course Title:

Instructor:

Credit Hours:  Grade Option:  
 A-F  P/F  AUD

Reason for Late Add:

## 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: