

**LATE ADD COURSE FORM**

This form is used to add a course after the add deadline. Complete all the information and secure all the required signatures prior to submitting the form to the Student Business Center. An additional registration appeal form may be required if adding a course after the second week.

**Section I – Student Personal Information**

SSU ID #	Name
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**Section II – Course to be Added****Course Information**

Course Code	Section #	Course Name	Session/Year
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Tuition & Fees are due the 5th school day of the term via payment in full or payment plan.

By registering for this class, I understand that I am incurring a legal obligation to pay all tuition and fees associated with this registration.

I acknowledge that I am accepting responsibility for payment of all charges even if I become ineligible for any or all of my financial aid. I further understand that I must begin attendance and fully complete all of my classes to qualify for my grants, loans and scholarships this term.

I also understand that if I later decide NOT to attend these classes, I must officially withdraw, either in writing through the Office of the Registrar or by dropping all my courses via the MySSU add/drop courses function. Any refunds due me will be in accordance with Shawnee State University policies.

By signing below, I affirm I am aware of and I am following all university policies and/or procedures, including, but not limited to, felony conviction(s) and/or sex offender registration. I further affirm any violation of these policies and/or procedures could result in the revocation of my registration and/or status as a student among other disciplinary actions.

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Student's Signature

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Date**Required Signatures of Instructor and Department Chairperson or College Dean**

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Instructor's Signature

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Date

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Department Chairperson or College Dean Signature

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Date