

# COURSE ADD - LATE



This form is for use by students who wish to enrol into a course after the last day to add online.

### IMPORTANT INFORMATION

- All course addition forms **MUST** have a Faculty/School Officer signature and a Course Adviser and Course Coordinator signature.
- If adding courses in two different programs, a separate form should be lodged for each program with the relevant Faculty/School.
- Requests to add courses may not be approved if submitted after the relevant census dates.
- Faculty/School staff are authorised to process additions of courses after the 'Last Day to Add Online' up until the relevant census date.
- Requests to add courses after census must be forwarded to the Enrolments Office for action.

ID:		Telephone:	
Family name:		Other name(s):	
Program:		Plan:	Double Degree:

**COURSE ADDITION:** Add the enrolment class and any related classes

Sem	Subject Area	Cat No	Course Name	Enrolment Class No	Related Class Nos

<b>Student signature:</b>		<b>Date:</b>	
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**FACULTY SCHOOL OFFICE USE ONLY**

**APPROVAL:**

This section must be signed and dated by both a Course Adviser and a Faculty/School Officer before lodging the form with your Faculty/School

<b>Course Adviser/Coordinator</b> Print name::	Signature:	Date:
<b>Faculty/ School</b> Print name:	Signature:	Date:

**ENROLMENTS OFFICE USE ONLY – where add is processed after census**

Signature:	Date processed:
Faculty advised:	Date:      Initials: