

Course Add Form

Student	<input type="text"/>		
Simpson ID	<input type="text"/>		
Cell Number	<input type="text"/>		
Instructor	<input type="text"/>		
***An error will occur if no Instructor is entered.			
Term	<input type="text"/>	Subject	<input type="text"/>
Course Number	<input type="text"/>	Section	<input type="text"/>
Course Title	<input type="text"/>		
Reason For Request:	<input type="text"/>		
Important Information:			
<ul style="list-style-type: none"> This form is for adding a course before the end of the Add/Drop period for the term. <i>The last day to add is posted online in the Academic Calendar.</i> Enrollment in 5 or more four-credit courses will result in additional fees. Enrollment in more than 19 credits will result in additional fees except for private music lessons. 			
Student, by checking this box and typing your name below, you have created an electronic signature as legally binding as your hand-written signature. <input type="checkbox"/>			
Student Signature:	<input type="text"/>		
<input type="button" value="Submit"/>			
For Instructor Use Only			
Approve or Deny:	<input type="text"/>		
Rationale:	<input type="text"/>		
Instructor, by checking this box and typing your name below, you have created an electronic signature as legally binding as your hand-written signature. <input type="checkbox"/>			
Instructor Signature:	<input type="text"/>		
Registrar's Office Only			
Date Request was Completed:	<input type="text"/>	<input type="button" value="Submit"/>	

Initiated by the student.

The student's advisor does not receive notification if this form is approved or denied as is the current process with the paper Course Add form.

The reasons for the request are as follows:

- Need to waive prerequisite
- Course is full
- Course requires instructor permission to be registered

Instructor may approve or deny the student's request. If the instructor denies the request, please type in a rationale statement for the student on why it was denied.

This form should only be used for Traditional Day classes. Students that wish to be added to a closed C&G course need to contact Paula Palmer as she maintains waitlists for all C&G classes.