Undergraduate Late Add Form

Use this form after the Last Day to Add*
College Advising Approval is required.**

This form becomes invalid after the Last Day to Withdraw*
After the Last Day to Withdraw*, a College petition must be submitted.

TERM: ______/_____

CSU ID# ____________     Last Name _____________________________      First Name  ____________________________   M.I ________
Home Phone ________________  Business / Mobile Phone  ____________________  Email Address ______________________________

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<tr>
<th>Class #</th>
<th>Credit Hours</th>
<th>Subject / Number / Section</th>
<th>Session (Regular / Alternative)</th>
<th>Instructor Signature (mandatory)</th>
<th>Date</th>
<th>Attendance since beginning of term Yes / No / Unknown</th>
<th>Permission Required</th>
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Withdraw

Schedule changes may be noted on your academic record and result in financial obligation.
The Office of the University Registrar reserves the right to deny any late add request that does not meet policy standards.
Please note that Closed Class Permission can only be provided electronically and can only be entered by the course department.

**Academic Advising Approval: ____________________________________________________   Date: _______________________________
(Refer to Starfish to determine appropriate advisor)

My signature acknowledges I understand and agree that my registration obligates me financially to Cleveland State University for all tuition charges and fees associated with my course enrollment and I acknowledge and accept this obligation. I understand and agree that any refund and/or credit to which I may be entitled will be processed in accordance with applicable University policies and procedures.

Student Signature _____________________________                        Date    _______________________________

Take completed form to Campus411 All-in-1 at BH 116 for processing.
OR
Complete form and submit to instructor and advisor for approval.
Completed form with required approvals must be sent to registrar@csuohio.edu from your @csuohio.edu email address.

FOR REGISTRATION DEADLINES, PLEASE VISIT WWW.CSUOHIO.EDU/REGISTRAR
All registration transactions must be done prior to stated deadlines.

Rev 10/2020
Effective FA20