



COLLEGE OF ARTS AND SCIENCES
 HOBSON ACADEMIC SERVICES CENTER
 The University of Oklahoma
 Ellison Hall, Room 124
 633 Elm Avenue
 Norman, OK 73019-3118
 Telephone: 325-4411 FAX: 325-7429

REQUEST TO ADD A COURSE AFTER THE DEADLINE

Please print clearly.

Full Name: _____

Sooner ID#: _____

Address: _____

Major: _____

City, State Zip: _____

Classification: _____

Phone #: _____

Expected Date of Graduation: _____

e-mail: _____

May we contact you by email about your petition?

Yes

No

The University of Oklahoma has published deadlines for adding courses to your enrollment. To add a course after the deadline, you must file a special request explaining the circumstances requiring you to add a course after the published deadline. Not knowing about the deadline is not a sufficient reason to request a late enrollment.

Return this form and the Add/Drop slip to the College of Arts and Sciences Academic Services office, Ellison Hall 124. We will notify you by e-mail of the decision. If the request is approved we will send the Add slip to the Registration office, and the course will be added to your schedule and your Bursar's account.

Please fill out this form completely according to the following steps:

1. Fill out an Add/Drop slip, have the instructor sign and date the slip, and submit it with the request.
Incomplete Add/Drop slips cannot be processed.
2. In the space below, briefly explain your request. Be concise, clear, and specific on the explanation of your request. (What prevented you from accomplishing this before the deadline? What were the circumstances that led to this request?)

Please allow me to add the following course(s) for the following term:

- fall
 spring
 summer

Course _____

Section _____

Course _____

Section _____

Student's Signature: _____

Date: _____

FOR OFFICE USE ONLY
 (Do not write in this section.)

Input # _____

Action by the Assistant Dean: _____ Approved _____ Denied

Signature: _____

Date: _____