



Late Add Request

Complete this form and send it as well as the instructor's email and the department's email if necessary (see below) via uemail to academic_advising@Ltsc.ucsb.edu. IF APPROVED, A \$3.00 FEE WILL BE CHARGED TO YOUR BA/RC ACCOUNT, and you will receive confirmation via uemail.

Student Information:

Name: _____ Perm: _____
(First, Last, and Middle)

U-mail address: _____ Phone: _____

Date: _____ Declared Major(s): _____

Course Information

Dept & Course # (e.g. HIST 17A)	*Enrollment Code (five-digit number required)	Grading Option	Units	Instructor Last Name (Not TA) Add instructor code for 99/199	Repeating Course?	Section Switch
		<input type="checkbox"/> Letter <input type="checkbox"/> P/NP			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

*The Enrollment Code is the five-digit number listed just below the course department and number in GOLD, not an approval code. If the course is a 99 or 199, please include the instructor code (available from the department) along with the instructor's last name. Also, some courses, particularly 99s or 199s, require the department's approval as well as the instructor's: check GOLD. If you are adding a course with a discussion section, please provide the enrollment code for that section, not the lecture's enrollment code.

Student Statement (Write a brief statement explaining why the course is being added late):

Approval Emails:

- **INSTRUCTOR APPROVAL** (Required for all Late Adds)--Request an email from the instructor stating that you have permission to add the course. Please ask the instructor to include your name, perm number, and the Department and Course # (e.g. HIST 17A) in the message. Attach the message along with this form to a message to academic_advising@Ltsc.ucsb.edu.
- **Department Approval** (if necessary)—Check "Restrictions" in GOLD in the Course Information. If the department's approval is necessary to finalize enrollment, contact the undergraduate advisor in the department and request an email confirming you have permission to enroll in the course and attach it to the message you send to academic_advising@Ltsc.ucsb.edu.