



# Course Add Request Form

- **Course add requests will not be considered official or completed until this form is received in the Registrar's office. Submit immediately upon obtaining the necessary signatures.**
- **Course Add Fee:** There is a charge of \$20.00 for each semester-length course added after the fifth calendar day of the first week, prorated for partial semester classes. Please make payment at the Student Financial Services Office after request is approved.

Student Name:	
Student ID#:	
Student's Delhi Email:	
Major:	
Term:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter

Are you a student athlete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you using Veterans' Benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you cross-registered this term?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Course(s) to be added:**

<b>CRN (required)</b>	<i>Ex: 10011</i>	
<b>Course #</b>	<i>Ex: ENGL 100</i>	
<b>Course Title</b>	<i>Ex: Composition I</i>	
<b># Credits</b>	<i>Ex: 3</i>	
<b>Part of Term</b>	<i>Check the appropriate box:</i> <input type="checkbox"/> Full Term <input type="checkbox"/> Session A or J <input type="checkbox"/> Session B or K <input type="checkbox"/> Other: _____	
<b>Instructor Approval:</b>		<i>Instructor signature here indicates that the instructor is approving any registration errors to be overridden.</i>

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<b>Instructor Approval:</b>		<i>Instructor signature here indicates that the instructor is approving any registration errors to be overridden.</i>

<b>Advisor Approval:</b>		Date:
<b>Student Signature:</b>		Date:

Processed in Registrar:	<i>Date Received Stamp:</i>
Initials: _____ Date: _____	