To All Instructors,

As we prepare for the start of the new academic year, I wanted to let you know about one change we are implementing related to undergraduate students who wish to late add or late register for classes. In the past, students who needed to late add a course after the 10-day add/drop period were required to obtain and submit a petition for approval. We have modified this process as follows.

**LATE ADD/REGISTRATION (THROUGH THE END OF WEEK 4):** Students who wish to late add or register after the add/drop deadline of September 10 @ 4 p.m. will be able to do so through the end of week 4 of the semester via the use of the Late Add/Registration form available on the Registrar’s Office website (www.stonybrook.edu/registrar), click on “Forms.”

The form requires the instructor’s name and signature, as well as the signature of an academic advisor (for students in specific subgroups noted on the form). When signing a Late Add/Registration form, it is important to ask the student if he/she has a bursar hold. If yes, the student will **not** be able to process the late add until the account balance is cleared. Students will be required to pay a $20 late add fee, or $50 late registration fee (if they are not registered at all).

Students who wish to use the Late Add/Registration form must process it at the Registrar’s Office by **September 24 @ 4 p.m.** If it is not processed by this date and time, the form is invalid, and a petition must be submitted instead which requires a letter of support from the instructor on departmental letterhead. The letter must include the student’s name, course, and explanation for the lateness of the request. It is also important to note in the letter when the student began attending the class, and how the student will make-up any missed work, if applicable.

For late adds after the 4th week of the semester, students can obtain a petition from their academic advisor based upon their affiliation as follows:

- **Sophomores, Juniors, Seniors, & Transfer Students -** Academic & Transfer Advising Services, E-2360 Melville Library
- **Freshmen - Undergraduate Colleges, N-3071 Melville Library**
- **CEAS and AOI CEAS Students, CEAS Undergraduate Student Office, 127 Engineering Building**
- **EOP/AIM, W-3520 Melville Library**
- **Honors College, N-3071 Melville Library**
- **Student Athlete Development Office, Indoor Sports Complex**
- **University Scholars, N-3071 Melville Library**
- **WISE Program, 220 Engineering Building**