Late Add/Registration Form

This form is to be used for spring 2016 classes only from February 8-19. This form must be processed by 4 p.m. on Friday, February 19. After February 19 a petition is required.

Use this form to add credits to your spring 2016 schedule after the Add/Drop deadline. Please note if you have an enrollment hold on your record (i.e Bursar hold), you will not be able to process this form until the hold is resolved. Once you have filled out the form below and obtained the appropriate advisor approval, please complete the following steps at the 2nd floor of Administration Building:

1. Visit Student Accounts if this late course addition will bring you from part time to full time status (12+ credits)
2. Visit Bursar to pay a $20 Late Add fee (or a $50 Late Registration fee if applicable.)
3. Visit Registrar to process this form.

Last Name: _____________________________________________  First Name: _____________________________________________
SB ID # _______________________________________  Declared Major: _______________________________________________
SB Email Address: ____________________________________________@stonybrook.edu  Phone: (________)_________________________

Are you retaking this course(es)?
☐ ✔ Yes ☐ No

☐ ☐ Are you retaking this course(es)?
If you answered yes and,
• this is your third retake please see your academic advisor for a petition.

☐ ☐ Does adding this course bring you to above 19 total credits (maximum of 23 credits)?
If you answered yes and,
• your cumulative GPA is above a 3.0, you can process this request at Registrar.
• your cumulative GPA is below a 3.0, please see an academic advisor for a petition.

☐ ☐ Does adding this course(s) bring you from part time to full time (12+ credits)?

Please answer the following questions before proceeding:

Course (i.e PSY 103) | Retake (Y/N) | Credits | 5 Digit Class # | Instructor/Department Rep Name (please print) | Instructor/Department Rep Signature | Date
---|---|---|---|---|---|---

Falsification of signatures is punishable as Academic Dishonesty. Registrar’s Office retains all submitted forms for verification.

Student Signature:______________________________________________________________________________________________Date:____________________

Please select your Academic Advising Unit

<table>
<thead>
<tr>
<th>Student Population</th>
<th>Advising Unit</th>
<th>Location</th>
<th>Advisor Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Student Population</td>
<td>Advising Unit</td>
<td>Location</td>
<td>Advisor Approval Required</td>
</tr>
<tr>
<td>Freshmen</td>
<td>Undergraduate Colleges</td>
<td>N-3071 Melville Library</td>
<td></td>
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<tr>
<td>Engineering &amp; AOI Engineering Majors</td>
<td>College of Engineering &amp; Applied Sciences</td>
<td>127 Engineering Building</td>
<td></td>
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<tr>
<td>Student Athletes</td>
<td>Student Athlete Development Office</td>
<td>Indoor Sports Complex</td>
<td></td>
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<td>EOP/AIM</td>
<td>EOP/AIM Advising</td>
<td>W-3520 Melville Library</td>
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<td>Honors College</td>
<td>Honors College Advising</td>
<td>N-3071 Melville Library</td>
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<tr>
<td>WISE</td>
<td>WISE Advising</td>
<td>220 Engineering Building</td>
<td></td>
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<tr>
<td>Sophomores, Juniors &amp; Seniors in CAS, COB, SOJ, &amp; SOMAS; HAVBS Health Science majors</td>
<td>Academic &amp; Transfer Advising Services</td>
<td>E-2360 Melville Library</td>
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<td>University Scholars</td>
<td>University Scholars Advising</td>
<td>N-3071 Melville Library</td>
<td>No Signature Required</td>
</tr>
</tbody>
</table>

For Registrar Office Use Only:
Staff Initials: ___________  Date Processed: ________________  updated 10/30/15