



# Request to Add/Drop Courses After University Deadline

Office of Registrar | Phone: 575.562.2175 | Fax: 575.562.2566  
Station 5 | 1500 S Ave K | Portales, NM 88130

The University has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure students are making timely and effective decisions regarding their coursework, progress to degree completion, and protection of their financial aid eligibility status. A request for a drop/add after the official deadline can only be honored in extreme circumstances, and such requests must be accompanied by appropriate documentation and approval signatures.

- Request due to extenuating medical reasons.** Please attach a physician's note on letterhead indicating that the condition is severe enough to completely prevent the student from fulfilling the course requirements.
- Request due to major personal hardship.** Please indicate the nature of the hardship below and provide supporting documentation.
- Request due to other reason.** Please indicate the nature below and provide supporting documentation.

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I acknowledge the effect that adding or dropping from this course(s) may have on my academic standing and my ability to successfully fulfill all the course requirements. By signing this form, I also acknowledge **this may affect my completion rate in regard to financial aid responsibility, any scholarships I may have, and NCAA eligibility, etc.** I understand my late add does not entitle me to special assistance or consideration in grading on the part of the faculty member teaching the course(s).

Student name (print) \_\_\_\_\_ ENMU ID \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ Contact (phone) \_\_\_\_\_

## Add Course(s)

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours	Days	Time	Instructor Approval	Date

## Drop Course(s)

Dropped courses are not listed on a student's transcript and will not count against completion rate, therefore approval for a course drop is only allowed due to **University errors or extreme extenuating circumstances**.

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours	Days	Time	Date

Credit hours before drop: \_\_\_\_\_

Credit hours after drop: \_\_\_\_\_

## Additional Required Signatures

\_\_\_\_\_  
Dean signature (of your declared major) or director of Advising Center (if undeclared) Date \_\_\_\_\_

\_\_\_\_\_  
Vice president for Academic Affairs signature\* Date \_\_\_\_\_

\*VPAA signature required if more than two weeks past deadline