Request for Add/Drop After University Deadline

Office of the Registrar | Phone: 575.562.2175 | Fax: 575.562.2566 | portales.registrar@enmu.edu

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.

Student Information

Legal name: Last: _____ **First:** _____ **Middle:** _____

ENMU ID number: _____ **Phone:** _____

Add Course(s)

CRN	Subject	Course	Campus	Section	Credits	Days	Time	Instructor Approval	Date

Drop Course(s)

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

CRN	Subject	Course	Campus	Section	Credits	Days	Time	Date

Enter number of hours originally enrolled for: _____

Enter total number of hours enrolled for after all changes: _____

Request Justification

☐ **Request due to extenuating medical circumstances.** Please attach on physician's letterhead indicating the condition is severe enough to completely prevent you from fulfilling the course requirements.

☐ **Request due to major personal hardship.** Please indicate the nature of your hardship below and provide supporting documentation.

☐ **Request due to other reason.** Please detail below and provide supporting documentation.

Acknowledgment and Signature

I understand that adding or dropping courses may affect my academic standing and my ability to successfully fulfill all 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 require the faculty member teaching the course(s) to provide grade accommodations or considerations.

Student printed name	Student signature	Date

Approval Signatures

Undeclared students must seek approval from the director of the Advising Center. Students with a declared major must seek approval from the dean of the collage that the major is declared in.

Dean/Director printed name	Dean/Director signature	Date

The vice president for Academic Affairs signature is required if this form is submitted more than two weeks past the last day to drop and add published in the Academic Calendar. **enmu.edu/AcademicCalendar**

Vice president for Academic Affairs printed name	Vice president for Academic Affairs signature	Date