Request for Late Add
THE UNIVERSITY OF MICHIGAN
School of Kinesiology, Office of Undergraduate Student Affairs
555 S. Forest Ave.
(734) 764-4472

DO NOT complete this form if you are a GRADUATE STUDENT or RC STUDENT, even if the class you want to add is in Kinesiology. Instead, contact the advising center of your program and ask them about their Late Add policy.

DO NOT complete this form if you are enrolled in any other school/college, even if the class you want to add is in Kinesiology. Instead, contact the advising center of your school or program and ask them about their Late Add policy.

DO fill out this form if it is after the third week of the term and you need to add a class.

Instructions: Schedule an appointment with your Office of Undergraduate Student Affairs (OUSA Advisor). Complete both sides of this form. Bring the completed form to your advising appointment.

Printed Name: _______________________________ UMID:________________

Email: _______________________________ Local phone: ________________

OUSA Advisor: __________________________________________________________

Faculty Advisor: __________________________________________________________

Course(s) you wish to add:

<table>
<thead>
<tr>
<th>Class number</th>
<th>Subject</th>
<th>Catalog number</th>
<th>Section</th>
<th>Credit Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: 12345</td>
<td>MOVESCI</td>
<td>340</td>
<td>002</td>
<td>3</td>
<td>FA 10</td>
</tr>
</tbody>
</table>

Do you have an electronic override? Yes □ No □

You must have an electronic override whether the course is opened or closed. Any paper overrides must be taken to the course departmental office.

Will your credit load exceed 18 hours once the course is added? Yes □ No □

Do you have questions or concerns about adding this course? Yes □ No □

OUSA Advisors are available to discuss your add with you, but you MUST see an academic advisor before your add will be processed. To make an appointment, call 734-764-4472 or schedule online at www.kines.umich.edu.

~OVER~
Both sides of this form must be completely filled out before it will be reviewed.

C:\Users\jeanhunt\Box Sync\Web work\web_2015_12\OUSA forms\repetitionform\UPDATED ADDRESS - Late Add Petition.doc
Updated: 12/3/2015
WHY ARE YOU ADDING THIS COURSE LATE?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

WHAT WILL YOUR CURRENT SCHEDULE BE AFTER THIS CHANGE?

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>340</td>
<td>3</td>
</tr>
<tr>
<td>Ex. SM</td>
<td>101</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Hours: _______

I understand the effect that adding this course may have on my program of studies.

Student Signature ___________________________ Date ____________

FOR DEPARTMENT USE ONLY:

Date received: ____________________________________________________________

Support:  Yes [ ] No [ ] Date: ________________________________________________

OUSA Advisor signature: ____________________________________________________

Director of OUSA Approval (when required)

Approved:  Yes [ ] No [ ] Date: ______________________________________________

~OVER~

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Director of OUSA signature:

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