

The College at Brockport  
State University of New York  
Office of Registration and Records  
Brockport, NY 14420-2966  
Phone: (585) 395-2531  
Fax: (585) 395- 5392

**Obtaining Permission to Add a Class after the Late Add Period has ended**

- 1) Obtain the instructor's permission to add a class
- 2) Get approval from the department chair
- 3) Get approval from appropriate dean's office

In order for the dean's office to review a request to add a class after the late add period has ended, you must receive approval first from the instructor, then from the department chair. This form can then be submitted to the dean's office for review.

\_\_\_\_\_  
Student Name    Banner ID    \_\_\_\_\_/\_\_\_\_\_  
Semester    Year

\_\_\_\_\_  
Student Signature    Date

CRN	Subject	Course Number	Section	Credits	Course Title	Instructor's Signature

**Reason why course was not added before the deadline:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Department Chair Signature**    **Date**

\_\_\_\_\_  
**Dean Signature**    **Date**