Late Course Add Petition

Instructions:

1. Complete the course Change request form, including your signature and the instructor’s.

2. Complete sections 1 and 2 and 3 of this form. Be sure to complete both sides of the form.

3. Schedule an advising appointment and submit all materials to the SBS Advising Resource Center at 128 Thompson Hall or bring them with you on the day of the appointment. If you have any questions about what information, details, and/or documentation to provide, please call the SBS Advising Center 413.577.1057, or email your question to sbsadvising@sbs.umass.edu.

4. If this request puts you over your credit limit, you also need to submit a Petition for Overload of Credit.

You will receive the Dean’s decision in the near future.

Dean’s Decision
Decision: Approve / Deny / Table Initials ____________________________

Dean’s Comments: ______________________________________________________

________________________________________________

________________________________________________

1. Student Information

Name______________________________________________________ Date________________________________

Major___________________________ Expected Grad Date______________ Phone____________________________

SPIRE ID_________________________ UMass Email____________________________@umass.edu

2. Course Information

Important: If you are trying to late add a Five College course, go the Five College Interchange Office in 511 Goodell immediately. As part of the process, they must contact the other school to see if a late add is possible, some do not allow late registration, even if you have been attending the class from the beginning of the semester. The necessary paperwork is available in their office.

Department:_________________________ Course # / Section #: __________________________

Title:_______________________________ Instructor:______________________________

128 Thompson Hall (413)577-1057 (phone) (413)545-3460 (fax) sbsadvising@sbs.umass.edu
3. Personal statement explaining your reasons for requesting a late add:

_________________________________________________________________________________
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☐ I have been attending the entire semester.

☐ I started attending on ________________.

☐ I haven’t attended at all.