Instructions:
Step 1: Complete information for the course.
Step 2: Submit to the Instructor of Record for permission to add.
Step 3: Submit to Course Dean for permission.
Step 4: Student returns to Records and Registration.

Changes after the Last Day to Add will incur Late Transaction Fees.

**ENROLLMENT AUTHORIZATION**
DURING THE TERM

**Step One:** To be completed by the **Student**.

<table>
<thead>
<tr>
<th>UNM ID. Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td></td>
</tr>
<tr>
<td>Student Signature</td>
<td></td>
</tr>
</tbody>
</table>

By signing this form, I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.

**Step Two:** To be completed by **Instructor of Record** (Primary)

<table>
<thead>
<tr>
<th><strong>Course Dean’s Signature</strong></th>
<th>Date</th>
</tr>
</thead>
</table>

**Instructor Signature** for course being added Date

**Instructor Signature** for course being dropped Date

All requests require Instructor Signature.
Section change requires Instructor Signature for the section being added AND the one being dropped.

**Step Three:** **Dean of the College** (Arts & Sciences, Engineering, etc.) offering the Course is required to sign this form
1) After the Last Day to Add,
2) After the Last Day to Drop without Dean's Permission, or
3) To authorize Department Billing.

**Option:** I certify that a student enrollment error was caused by ___________________ Department and the Late Transaction Fee should be charged to Departmental Index Code: ____________ / Account Code: ____________

**Step Four:** To be completed by the **Student**. Return this form, with a copy of your photo ID (LoboCard preferred), to your local Records and Registration office, or by fax to 505-277-6809.

**For Office Use Only:**

<table>
<thead>
<tr>
<th>Comments:</th>
<th>Processed By:</th>
<th>Fee Charged:</th>
<th>Date:</th>
</tr>
</thead>
</table>