

ENROLLMENT AUTHORIZATION DURING THE TERM

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.

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

UNM ID Number	Date	Term	CRN
Student Name	Department	Course Number	Section Number
Student Signature*	Grade Mode: <input type="checkbox"/> Audit <input type="checkbox"/> CR/NC <input type="checkbox"/> Letter Grade	Total Credits for this course: (If Variable Hour Section)	_____ (Hours)
<i>*By signing this card, I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course, and I authorize the class to be added to my academic record and the current Late Transaction Fee to be posted to my account.</i>		**Section change from: (If Changing to Another)	_____ (CRN)

Student must obtain required overrides (capacity, prerequisite, co-requisite, duplicate, special approval, etc.) **AND signatures prior to submitting this form.**

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

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

**Instructor Signature for Course Being Dropped	Date
Instructor Signature for Course Being Added	Date

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.

Course Dean's Signature	Date
-------------------------	------

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, using the student's at unmc email address to your local Records and Registration office. To find the email address for your local [Records and Registration office](#). It will not be processed if the student's at unmc email address is not used.

For Office Use Only:

Comments: _____

Processed By: _____ Fee Charged: _____ Date: _____