

COURSE ADD - LATE



This form is for use by students who wish to enrol into a course after the last day to add online.

IMPORTANT INFORMATION

- All course addition forms **MUST** have a Faculty/School Officer signature and a Course Adviser and Course Coordinator signature.
- If adding courses in two different programs, a separate form should be lodged for each program with the relevant Faculty/School.
- Requests to add courses may not be approved if submitted after the relevant census dates.
- Faculty/School staff are authorised to process additions of courses after the 'Last Day to Add Online' up until the relevant census date.
- Requests to add courses after census must be forwarded to the Enrolments Office for approval and action.

ID:				Telephone:			
Family name:				Other name(s):			
Program:			Plan:	Double Degree:			
COURSE ADDITION: Add the enrolment class and any related classes							
Sem	Subject Area	Cat No	Course Name	Enrolment Class No	Related Class Nos		
Student signature:				Date:			

FACULTY SCHOOL OFFICE USE ONLY

APPROVAL:

This section must be signed and dated by both a Course Adviser and a Faculty/School Officer before lodging the form with your Faculty/School

Course Adviser/Coordinator

Print name:

Signature:

Date:

Faculty/ School

Print name:

Signature:

Date:

ENROLMENTS OFFICE USE ONLY – where add is processed after census

Signature:

Date processed:

Faculty advised:

Date: