

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 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 |
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| Student signature: | | | Date: | | |

FACULTY OFFICE USE ONLY

APPROVAL:

This section must be signed and dated by both the **Course Coordinator** and a Faculty Officer before **lodging the form with Ask ECMS**

Course Coordinator

Print name:

Signature:

Date:

Faculty

Print name:

Signature:

Date:

ENROLMENTS OFFICE USE ONLY – where add is processed after census

Signature:

Date processed:

Faculty advised:

Date: