

Permission to Be Added To a PSYCHOLOGY Course After Drop/Add

After Drop/Add has ended, a student can be added to a course ONLY with instructor permission. To obtain instructor permission, please complete this form as follows:

- (1) Fill out the top half of the form completely.
- (2) Take this form to the instructor, and have him/her complete the bottom half of the form. Alternatively, you can attach an email from the professor that clearly indicates his/her permission to add you specifically to the particular course.
- (3) Bring this form in person to psychology advising (PSY 135) along with a Course Schedule Adjustment form to begin the process of adding the course. This form will not be accepted over email.
- (4) After seeing a psychology advisor, you will need to go to the Academic Advising Center (AAC) in Farrior Hall. Do not go to the AAC until you have first come to PSY 135; they will not enroll you in the course until a psychology advisor has put in the appropriate electronic permissions to enable them to do so.
- (5) Any attempt to turn in this form by falsifying an instructor's signature will be considered an honor code violation.

Student Name: _____ **Student Email:** _____

UFID: _____ - _____

Course: _____ **Section #:** _____

Semester & Year: _____

Instructor Name: _____ **Email:** _____

Instructor Signature: _____ **Date:** _____

The signature above or the attached email indicates permission to add this student to a course after the drop/add period.

--- For Office Use Only. Do Not Mark! ---	
Processed by: _____	Date: _____