



Late Add Request Form

This form is to be used by students who have a major in CSE.

Read these instructions carefully before submitting your request.

Requests will be returned if any information is not included or is incorrect.

1. Any holds on your account must be removed before submitting this request.
2. If the addition of this late add class will put you over 18 credit hours, you must also submit an Excess Hours Form
3. Get an email approval from the instructor.
4. Use the example below to complete the form.
5. Course information (Class #, etc) should be copied from Class Search.
6. Attach the completed form to the instructor email and forward to d.rinewalt@tcu.edu using the following subject line:
SUBJECT: LATE ADD REQUEST – Your Name – Your TCU ID#

NOTE: If a class has a lab section, enter information for that as shown in the example. Otherwise, each class must be on a separate form.

LastName	
FirstName	
ID#	
Class#	
Course–Section	
Title	
Credit Hours	
Instructor	

Example

LastName	Smith
FirstName	Rebecca
ID#	111222333
Class#	35448 & 30337
Course–Section	PHYS 10164 – 002 & 165
Title	General Physics II with Lab
Credit Hours	4
Instructor	Bonde, Richard