ADD REQUEST FORM

A $10.00 processing fee (per transaction) begins on the 6th instructional day for ADDS. Refer to the Student Guide or www.helenacollege.edu for information on the last day to add a course.

*PLEASE COMPLETE FORM IN INK, OR COMPLETE ONLINE, PRINT, SIGN IN INK AND OBTAIN REQUIRED SIGNATURES*

<table>
<thead>
<tr>
<th>STUDENT ID#:</th>
<th>LAST NAME,</th>
<th>FIRST NAME,</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>7700</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: Date: 
X

DO YOU RECEIVE VETERAN EDUCATION BENEFITS? YES ☐ NO ☐

TERM: SPRING, SUMMER, OR FALL (Circle one) AND YEAR: __________

<table>
<thead>
<tr>
<th>Course Subject/#</th>
<th>Course Title</th>
<th>Credits</th>
<th>CRN</th>
<th>After Deadline</th>
<th>*Co-Requisite</th>
<th>Pre-Requisite</th>
<th>Section Change</th>
<th>**Time Conflict</th>
</tr>
</thead>
</table>

Advisor/Faculty Signature(s):

Additional comments:

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Additional comments:

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Additional comments:

Advisor/Faculty Signature(s):

Additional comments:

*Signature of Academic Advisor required if adding Co-Requisites.
**Signatures of both Faculty from each class required for Time conflicts

SIGNATURE OF DIVISION/DEPARTMENT CHAIR

Signature of appropriate Division/Department Chair required for Pre-Requisites, Time Conflicts and Adding after the Deadline.

DATE

For Office Use Only

Initials: Date: Updated 3/26/2020