ENROLLMENT AUTHORIZATION FORM DURING THE TERM

Changes after the Last Day to Add

Instructions:
Step 1: Complete information for the course.
Step 2: Submit to the Instructor of Record for permission to add.
Step 3: Submit to Department Chair for permission (if after deadline).
Step 4: Student returns completed form to Admissions and Registration. (SSTC 221)

Step One: To be completed by the **Student**.

UNM ID Number _____ Date _____

Student Name _____

Student's Signature _____

By signing this form I accept Financial Responsibility for all Charges, Tuition, and Fees associated with this course.

TERM _____ CRN _____

SUBJECT _____ COURSE # _____ SECTION # _____

Grade Mode:
Audit ☐
CR/NC ☐
Letter Grade ☐

Credit Hours: _____ (Hours)
(if Variable Hour Section)

Section Change from: _____ (CRN)
(if changing to another)

Student must obtain required overrides (capacity, prerequisite, co-requisite, duplicate, special approval, etc.) **prior to submitting this form.**

Step Two: To be completed by the **Instructor of Record** (Primary) for the course.

Required for all requests.

Instructor's Signature _____ Date _____

Step Three: To be completed by the Department offering the Course.

Only required after the **Last Day to Add**

Department Chair's Signature _____ Date _____

Step Four: To be completed by the **Student**.
Return this form in person, with valid photo identification, to Admissions & Registration, Student Support and Technology Center, SSTC 221.

For Office Use Only:

Comments: _____

Processed By: _____ Date: _____

April 2024