

Hampton University
Hampton, Virginia 23668

Adding Students to Closed Classes

Purpose: To add students into closed classes.

Department _____ Date _____

I hereby grant permission to add _____,
Student Name Student ID#

to _____, which is closed.
Course/Section/CRN#/Credit Hours

Student Academic Advisor Signature

Instructor Signature

Department Chair Signature (Where Course is offered)

School Dean Signature (Where Course is offered)

Total Semester Credits _____

Steps that the student take in processing this form: 1) Obtain the form from Web Student Forms; 2) Obtain Student's Academic Advisor's Signature; 3) Secure signature of Instructor, Chair, and School of Dean where the course is offered; 4) Sign form; 5) Deliver form to the Registrar's Office.

Student's Signature

Student's Phone Number

Date

Revised 7/02/18