Is this the right form?
- Before classes start – Add classes online through the Port. Use this form only if an override is required.
- During the drop/add period – Add classes online via the Port. Use this form only if an override is required.
- After the drop/add period – Do not use this form. The LATE Add Notice is required.

Things to know:
- Registration holds must be clear before adding courses to your schedule.
- Learning Support students must have schedule changes approved. Please contact your LS advisor.
- Instructors are not obligated to grant an override. Override regulations differ from one department to another.

Common Overrides
- Overload – Class is closed. Instructor’s signature grants a seat over the posted capacity.
- Pre-Requisite – Student has not completed courses required, but requests permission to register.
- Campus Restriction – Course is limited to students on a particular campus. Ex.: Liberty Center, Hinesville
- Time Conflict – Courses overlap times. Signatures from both instructors are required.

Money Matters
- Adding a class may add money to your bill. Please be sure that you are ready to meet payment deadlines.
- Please inform Financial Aid, Veteran’s Affairs, and /or scholarship agencies of any schedule changes.

How to process
- Complete the form including all course information and the student statement box.
- See the instructor and request the override/signature.
- Return form to records/registration counter in Victor Hall before the session begins.
- Confirm the new course shows in your schedule via the Port.
- Be sure to make payment before the deadline.

Armstrong

Add Notice

Name _____________________________ _____________________________ 
Last First MI

Student ID# _______________________________ _______________________________

☐ Main Campus Student ☐ Liberty Center Student

Year/Term: 20___ ☐ Fall ☐ Spring ☐ Summer

Courses to be ADDED

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course No/Section</th>
<th>Credits</th>
<th>Session (Part of Term)</th>
<th>If override is needed, the class Instructor’s signature is required</th>
<th>Code</th>
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</table>

I have read and understand the information above. It is my responsibility to verify the accuracy of my schedule and that adding classes (credit hours) may increase my tuition for the current semester. If an increase in tuition occurs, I am responsible for the amount incurred and must satisfy the balance through immediate payment or verification of financial aid coverage.

__________________________________________________________________________ ____________
Student Signature Date

REGISTRAR OFFICE USE

Date Processed ______
Initials _____
Comments ________________________

9/2011