Approval Form to **ADD/SWAP** a Course

This form may only be used to add a class that requires special approval. All other adds/swaps/drops must be completed by the student via GullNet. To obtain permission during the open enrollment or the drop/add period you will need a **minimum of the Department Chair’s Signature**. Please note that some Department’s require the Instructor’s Signature before the Chair will sign. After the drop/add period has ended, and in a rare case a student is allowed to add a course, all three signatures are required. For more information please contact the course department for their specific procedures. Students must present the form via student email or in person at Holloway Hall 120 with all required signatures and a valid ID to be enrolled.

**Student’s Name:** ___________________________________________  **Student’s ID #:** ____________

\[\square \text{ADD} \hspace{1cm} \square \text{SWAP} \]

\[
\begin{array}{cccc}
\text{Class #} & \text{Subject Area} & \text{Catalog #} & \text{Section #} & \text{# Credits} & \text{U/G} \\
\hline
\end{array}
\]

\[
\begin{array}{cccc}
\text{Class #} & \text{Subject Area} & \text{Catalog #} & \text{Section #} & \text{Credits} & \text{U/G} \\
\hline
\end{array}
\]

\[\square \text{Dept. Approval Required & Permission #} \]

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**Faculty and Staff Use Only**

By signing below I give my approval to override the following restrictions and have checked all that apply:

\[
\begin{array}{cccc}
\text{☐ Class Limit} & \text{☐ Time Conflict} & \text{☐ (Pre/Co) Requisites} & \text{☐ Other} \hspace{1cm} \text{☐ Dept. Approval Required & Permission #} \\
\hline
\end{array}
\]

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**Instructor Signature**  **Date**  **Department Chair Signature**  **Date**

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**Dean Signature**  **Date**