A $10.00 processing fee (per transaction) begins on the 4th 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>
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Student Signature: 

Date:

X

DO YOU RECEIVE VETERAN EDUCATION BENEFITS?  YES ☐  NO ☐

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

<table>
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<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>
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</table>

Advisor/Faculty Signature(s):

Additional comments:

Advisor/Faculty Signature(s):

Additional comments:

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Additional comments:

Advisor/Faculty Signature(s):

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.

For Office Use Only

Initials: __________  Date: ______________

Updated 9/9/2020