

## ADD REQUEST FORM

A \$10.00 processing fee (per transaction) begins on the 4<sup>th</sup> instructional day for ADDS.  
Refer to the Student Guide or [www.helenacollege.edu](http://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\***

STUDENT ID#:	LAST NAME,	FIRST NAME,	MIDDLE NAME
7 7 0 0			
Student Signature:		Date:	
X			

DO YOU RECEIVE VETERAN EDUCATION BENEFITS? YES  NO

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

					Initial all that apply					
ADD	Course Subject/#	Course Title	Credits	CRN	After Deadline	*Co-Requisite	Pre-Requisite	Section Change	**Time Conflict	
	Advisor/Faculty Signature(s):									
	Additional comments:									
Advisor/Faculty Signature(s):										
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

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**SIGNATURE OF DIVISION/DEPARTMENT CHAIR**      **DATE**

Signature of appropriate Division/Department Chair required for Pre-Requisites, Time Conflicts and Adding after the Deadline.

For Office Use Only  
Initials: \_\_\_\_\_ Date: \_\_\_\_\_