Enrollment Request: Administrative ADD

Instructions: Complete the following form and return it to the appropriate English staff person. (Electronic signatures via DocuSign or Adobe Acrobat are accepted.)

- for *graduate classes and GPTI-taught undergraduate classes:* Graduate Program Assistant (gsengl@colorado.edu)
- for *faculty-taught undergraduate classes*: Undergraduate Program Coordinator (ssengl@colorado.edu)

1. Student:

I wish to be <u>enrolled</u> in the following class for the _____ semester:

Course and Section Number: _____ *(e.g. ENGL 1001-001)*

Instructor: _____

Once you've submitted the above information, an English staff person will enroll you in the course at their earliest convenience, assuming that the following conditions are met:

- *you have no enrollment holds or time conflicts with other courses you are already enrolled in*
- *you are not already enrolled in another section of this same course*
- *you are not already enrolled at your credit limit for the term*
- *you are eligible to enroll for the term in question*
- *your enrollment does not violate the classroom fire code capacity*

By submitting an enrollment request, you accept all responsibility for any repercussions that result, including *but not limited to*:

- Once you have submitted an enrollment request, a department staff person may enroll you without further confirmation.
- Staff may encounter additional limitations while processing your enrollment request that could delay your enrollment or prevent it from being processed altogether.
- Even if you are COF eligible, *you will not receive any additional **Colorado Opportunities Fund (COF) support** COF funding for classes added after the COF deadline for that semester.* Review the **Registrar** and **Bursar's** websites for more details on COF. Please use the contact information posted there if you have any follow up questions about COF.
- **The department's ability to late add you to a course *does not change the university's drop deadline policies*.** By submitting your consent, you assume all responsibility for any impacts on your tuition and student record. Please review the university's official **Academic Calendar** to be sure that you understand these deadlines and the corresponding regulations.

Student Name: _____ Student ID Number: _____

Student Email: _____ *(must be a @colorado.edu account)*

Student Signature: _____ Date: _____

_____

2. Instructor:

I consent to allow _____ *(Student Name)* to register for _____

(Course and Section Number) in the _____ semester.

Print Name: _____ Signature: _____ Date: _____

_____

3. Department Use:
Specific override requested: _____ Staff Signature: _____