



College of Atmospheric & Geographic Sciences

National Weather Center
120 David L. Boren Blvd., Suite 3630
Norman, Oklahoma 73072
(405) 325-9035
e-mail: bjohnson@ou.edu

REQUEST TO ADD A COURSE AFTER THE DEADLINE

Please print clearly.

Full Name: \_\_\_\_\_

Sooner ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Major: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Classification: \_\_\_\_\_

Phone #: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

e-mail: \_\_\_\_\_

May we contact you by email about your petition?

Yes

No

The University of Oklahoma has published deadlines for adding courses to your enrollment. To add a course after the deadline, you must file a special request explaining the circumstances requiring you to add a course after the published deadline. Not knowing about the deadline is not a sufficient reason to request a late enrollment.

Return this form and the Add/Drop slip to the College of Atmospheric and Geographic Sciences, National Weather Center, Suite 3630. We will notify you by e-mail of the decision. If the request is approved we will send the Add slip to the Registration office, and the course will be added to your schedule and your Bursar's account.

Please fill out this form completely according to the following steps:

- 1. Fill out an Add/Drop slip, have the instructor sign and date the slip, and submit it with the request. Incomplete Add/Drop slips cannot be processed.
2. In the space below, briefly explain your request. Be concise, clear, and specific on the explanation of your request. (What prevented you from accomplishing this before the deadline? What were the circumstances that led to this request?)

Please allow me to add the following course(s) for the following term:

- fall
spring
summer

Course \_\_\_\_\_ Section \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY
(Do not write in this section.)

Input # \_\_\_\_\_

Action by the College Advisor Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Date: \_\_\_\_\_