

Nicholls State University
Office of Records and Registration
B-Term Administrative Add

Office Use: Data Entered

By: _____

Date: _____

Office Use: Date Stamp

Example: Smith, John Adam

Last Name

First

Middle

N00123456

Student Identification Number

Add

				Computer Class No.	Course Name	Course Number	Section Number	Credit
				88596	ahsc	222	WWB	3

Reason: because I want to add it

N/A

Student Signature

Date

Instructor Signature (needed for add only)

Date

N/A

Financial Aid Officer (If dropping to anything less than 12 hours)

Date

Student's Department Head/Program Coordinator Signature

Date

Advisor Signature

Date

Student's Academic Dean Signature

Date

Revised 9/2019

The courses shown will be deleted and/or added while you wait.

It is your responsibility to verify that the courses have been deleted and/or added before you leave the Office of Records and Registration.

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