The UNIVERSITY of OKLAHOMA
Mewbourne College of Earth and Energy

REQUEST TO ADD A COURSE AFTER THE DEADLINE

Please print clearly.

Full Name: _____   **Sooner ID#:** _____

Phone #: _____   **Major:** _____

OU E-mail: _____   **Classification:** _____

File this petition with MCEE Student Services, SEC P110. All correspondence regarding this petition will be via OU email.

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.

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

1. Fill out an Add/Drop slip and have the instructor sign and date the slip. **Incomplete Add/Drop slips cannot be processed.**

2. On a separate sheet of paper (explanatory page) briefly explain your request. Specifically, why do you think this request should be granted? What prevented you from accomplishing this before the deadline? What were the circumstances that led to this request? Be specific, concise, and clear.

3. Return this form, your explanatory page, and the signed Add/Drop slip to the Mewbourne College of Earth and Energy Student Services Center, SEC P110. We will notify you by e-mail of the decision. If the request is approved, you must present your signed Add/Drop slip to Enrollment Services to have the course added to your schedule and your Bursar's account.

Please allow me to add the following course(s) for the _____ semester (list the name and number for each course below):

_____

Student's Signature: _____   Date: _____

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

Action: _____ Approved   _____ Denied

Signature: _____   Date: _____

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