



# ENROLLMENT AUTHORIZATION AFTER THE TERM

Instructions:  
 Step 1: Complete information for the course.  
 Step 2: Submit to Course Dean for permission to add after term.  
 Step 3: Submit to the Instructor of Record for Grading.  
 Step 4: Instructor of Record returns to Records and Registration.

**Existing Holds will prevent processing of this form.**

**This Form Can Not Be Used To:  
Challenge Classes  
Make Changes after 1 Year**

**Step One:** This **MUST** be fully completed by the **Student** or it **WILL NOT** be processed.

_____	_____	_____	_____	_____	_____
UNM ID. Number	Date	TERM	CRN		
_____	_____	DEPT.	COURSE #	SECTION #	
Student Name	_____	_____	_____	_____	_____
_____	_____	Grading Option:	Credit Hr. Change to: _____ (if Variable Hour Section) (Hours)		
Student Signature	_____	Audit <input type="checkbox"/>	Section Change from: _____ (CRN)		
By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course and I authorize the class to be added to my academic record and the current Late Transaction Fee to be posted to my account.	_____	CR/NC <input type="checkbox"/>	OR		
	_____	Letter Grade <input type="checkbox"/>	Duplicate Course? <input type="checkbox"/>		

**Step Two:** To be completed by the **Dean of the College** offering the Course.

_____	_____	<input type="checkbox"/> OK to Add	<input type="checkbox"/> NOT OK to Add
Course Dean's Signature	Date		

**Step Three:** This **MUST** be fully completed by the **Instructor of Record** or it **WILL NOT** be processed.

_____	The above student completed the class listed above and received a grade of: _____
Instructor Name	
_____	Last Date of Attendance: _____
Instructor Signature	Required for W, WP, WF, WNC, F, NC, I grades
_____	Earned Graduate Credit? <input type="checkbox"/>
Phone Number	Date
	Required for undergraduate student taking course for graduate credit

**Step Four:** To be completed by the **Instructor of Record**.

**To return this form in person, present form and valid photo identification at the Office of Records and Registration, Mesa Vista Hall - North.**

**For any other delivery method; please place in envelope, seal the envelope, and sign across the seal.**

For Office Use Only:

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Initials: \_\_\_\_\_ Verified: \_\_\_\_\_ Date: \_\_\_\_\_