SNEAD STATE
COMMUNITY COLLEGE
Email: Admissions@snead.edu

REQUEST TO LATE-ADD/ REGISTER SPRING 2021 CLASS(ES)

Due to extenuating circumstances, Snead State extended the late-add/registration period for Spring 2021 classes. ***The deadline to late-add a Mini I class is Jan. 15th. The deadline to late-add a full-term class is Jan. 22 at 5 p.m.*** This form must be completed to late-add a class after the normal deadlines published on the academic calendar. Email this completed, signed form to Admissions@snead.edu.

Student's Name: _____ A Number: _____

Email: _____ Telephone Number: _____

I request to late-add/register for the following courses:

Subject (ex.: ENG)	Course # (ex.: 101)	CRN # (ex.: 20097)	Full-Term or Mini I?	Instructor Name (ex.: Denham)

By signing below, I understand and agree to the following:
- This is only a request and not a guarantee. Certain classes may already be closed due to maximum capacity. You will receive an email letting you know if your request was approved or denied.
- If approved, it is important that you log in to Blackboard and complete an attendance verification assignment within 24 hours. Otherwise, you may be dropped from the course due to not becoming active. The semester began Jan. 11th so it is important that you begin the assignments immediately.
- The deadlines to drop without penalty have passed. The last day to drop a Mini I class was Jan. 12, and the deadline to drop a full-term class was Jan. 14. Students may withdraw but will receive a grade of "W" on the transcript and will still be responsible for payment of tuition & fees for the course(s).
- By adding the classes listed above, you acknowledge that you are responsible for tuition & fees.

_____   _____
(Student's Signature)   (Date)

The form must have a signature in cursive that is made either by a stylus or a pen (the signature cannot be typed). **Email the completed and signed form to admissions@snead.edu.**

Helpful tips for scanning using a cell phone follow:
-If you have an *iPhone*, you can "scan" a document. Go to "Notes," create a new note, select the camera at the bottom of the page, choose "Scan Documents," crop the document how it needs to be, then click "save" and "done." From there, you can e-mail it as a PDF to Admissions@snead.edu.
-If you have an *Android*, you can "scan" a document. Open the "Google Drive" app, in the bottom right, tap "add," then tap "scan." Take a photo of the document. To adjust the scan area, tap "crop." To scan another page, tap "add." To save, tap "done." Then, you can e-mail it as a PDF to Admissions@snead.edu.
-You may also print the form, sign it, take a legible photo of it, and email the photo to Admissions@snead.edu.