

**LATE ADD POLICY  
ARIZONA STATE UNIVERSITY  
SCHOOL OF COMPUTING AND INFORMATICS**



**First week of classes**

**Every student can add and drop without special permissions if there are seats available in the class AND if the student has the appropriate prerequisites.**

- If the class is full, the student cannot register. It is the policy of the department that NO section-full overrides will be granted.
- If the student does not have the proper prerequisites, they can register for the course only if the instructor signs a [Prerequisite Override Authorization Form](#) AND there are seats available.

*(For summer sessions, this period is marked in the Bulletin and is usually the first two days of the term)*

**Second week of classes (Late Registration)**

**During this week, the student can register if they do the following:**

- Bring to the SCI Advising Center a [Drop/Add or Registration form](#) signed and dated by the instructor. This form should also include a note from the instructor allowing the student to make up the work. The SCI Advising Center Manager will make sure that the student has the proper pre-requisites AND that there are open seats in the class before signing the form. The student must then obtain a signature from the Dean's office.
- If the class is full, the student cannot register. It is the policy of the department that NO section-full overrides will be granted.
- If the student does not have the proper prerequisites, they can register for the course only if the instructor signs a [Prerequisite Override Authorization Form](#) AND there are seats available.
- During this week, the student no longer has an option to drop a course. Students may instead withdraw from a course.

*(For summer sessions, this period would include the third day of the term for the five week and the eight week session.)*

**Third week of classes (Late Registration)**

**During this week, the student can register if they do the following:**

- Bring to the SCI Advising Center a [Drop/Add or Registration form](#) signed and dated by the instructor along with a typed letter from the instructor on department letter head or an email directly from the instructor to the Advising Center Manager stating that they believe the student can successfully make up any missed work for the course.
- The student will also be required to provide a written rationale and supporting documentation for registering late. Possible reasons include:
  - Sudden injury or unexpected illness of student.
  - Certain travel situations beyond the students' control.
  - Circumstances created by the university.

- The Advising Center Manager will make sure that the student has the proper prerequisites AND that there are open seats in the class before signing the form. The student must then obtain a signature from the Dean's office.
- If the class is full, the student cannot register. It is the policy of the department that NO section-full overrides will be granted.
- If the student does not have the proper prerequisites, they can register for the course only if the instructor signs a [Prerequisite Override Authorization Form](#) AND there are seats available.

*(For summer sessions, this period would include the fourth and fifth day of the term for both the five-week and eight-week sessions.)*