INSTRUCTIONS

1. Fill out all sections on this form.
2. Obtain the course instructor's signature.
3. Obtain your Watson School department chair or faculty adviser's signature.
4. Submit all copies of the petition to Watson School Advising for final approval.
5. Return for results within 1 week of submitting this form and take the petition to Student Accounts to pay the $20 late fee.
6. Submit the approved petition to the Registrar's Office to have this course changed on your record.

I AGREE TO THE FOLLOWING:

I ACCEPT FINANCIAL LIABILTIY for tuition and fees related to course enrollment. If I make changes to my registration, I will be assessed acording to SUNY Board of Trustees policies. (NOTE: The academic drop deadline is not related to the deadlines for determining tuition liability).

I agree to make payment by the deadline on my next billing statement and acknowledge that late and/or partial payments are subject to additional fees.

I understand that outstanding balances will result in an Accounts Receivable hold that will prohibit access to registration and transcripts.

DISTRIBUTION:
WHITE — Registrar
YELLOW — Department of Major
PINK — Watson School Advising Office
GOLD — Student

09-253

Thomas J. Watson School of Engineering and Applied Science

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

UNDERGRADUATE PETITION FOR LATE ADD

Submit this petition to the Watson School's Academic Advising Office for final approval.

YOUR INFORMATION

Last name_____ First name_____ MI_____

Student B-number_____ Major_____

Date of birth_____ Local phone_____ E-mail_____

Local address_____

COURSE SECTION

Semester_____ Year_____

Course name and number_____ (Example: MATH 221 — Calculus I)

❑ Lecture_____ CRN_____
❑ Section_____ CRN_____
❑ Activity_____ CRN_____

Credit hours_____

Grading option: ❑ Normal ❑ Pass/Fail

Student signature_____ Date_____

Instructor signature_____ Date_____

❑ **DENIED** ❑ **APPROVED**

WATSON SCHOOL REQUIRED SIGNATURES

Watson School department chair or faculty adviser_____ Date_____

❑ **DENIED** ❑ **APPROVED**

Watson Advising/Dean's office_____ Date_____

❑ **DENIED** ❑ **APPROVED**

Comments: