

# Add Form: New Course, Additional Credit

To add a course and/or to add credit to an existing course, please complete this form. Form must be complete and all signatures must be obtained; incomplete forms will not be accepted. You may be required to pay the additional tuition once you submit this form.

Name (print)		AU Student ID	
Daytime Phone		Term/Year	

<input checked="" type="checkbox"/>	Select Action(s)	Required Signature(s)
	Online registration is closed	Student and instructor
	Add credit to an existing course	Student
	Overload a course	Student; Program dean; and instructor
	Overload of credit	Student; Advisor or program office manager
	Waived prerequisite	Student; Advisor or program office manager
	Leave of Absence registration	Student
	Enrollment Maintenance registration	Student

### Add a New Course (use additional forms if needed)

Complete Course Number (Required) (ex. PSYC-5900-1)	Course Title	Number of Credits
- -		
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Instructor's Required Signature      Needed for: 1) online registration is closed and 2) overload a course      Date

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Program dean's Required Signature      Needed for: 1) overload a course      Date

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Advisor or program office manager's Required Signature      Needed for: 1) overload of credit and 2) waived prerequisite      Date

### Add Credit On A Currently Registered Course (to decrease credit, use the Drop Form)

Complete Course Number (Required) (ex. PSYC-5900-1)	Course Title	Prior # Credits	New # Credits
- -			
- -			

My overall credit load will increase from \_\_\_\_\_ credits to \_\_\_\_\_ credits.

**By my signature, I am responsible for payment of the associated tuition and fees for these and other classes I may already be registered in at Antioch University Seattle. I agree to comply with the Student Financial Policies of Antioch University.**

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**Student Signature**      Required for all actions      **Date**

To submit this form, please email the completed form to [studentservices.aus@antioch.edu](mailto:studentservices.aus@antioch.edu) using your AUS email account.

Questions? ● Call 206-268-4202 ● Fax 206-268-4242 ● Mail AUS Student Services Office, 2400 3rd Ave Suite 200  
Seattle, WA 98121

### For Office Use Only

Date Received:	RG		FA		Sub		Unsub		Perk	
	SA				PL		Pell		SEOG	