



Late Add/Drop Form

Instructions to the Student:

1. Complete form using course information (see class search), instructor name, and enrollment hours.
2. Obtain a signature of approval from the designated representative in major school or department.
 - a. Prof. Richard Lane, School of Art
 - b. Prof. Elizabeth Gillaspy, School for Classical & Contemporary Dance
 - c. Dr. Karen Click, School of Music
 - d. Prof. Lewis Glaser, Department of Design
 - e. Dr. Janace Bubonia, Department of Fashion
 - f. Dr. Harry Parker or Prof. Alan Shorter, Department of Theatre

***FOR LATE ADD ONLY:** A permission number and signature from the course instructor is required.

3. Email form to CoFADegreePlan@tcu.edu, or submit in-person at MOUN 123. Incomplete forms will not be processed.

NOTE: Seniors graduating in the current semester may be required to provide additional documentation or permissions to change enrollment. Please allow 24 hours for the approved change to be processed. Students are responsible for confirming their correct enrollment.

DATE: _____

TO: Coordinator of Degree Certification, College of Fine Arts

FROM: Department/School _____

Approver Name & Signature _____

SEMESTER: _____ YEAR: _____
(Fall/Spring/Summer)

STUDENT: _____ ID # _____ CFA Major: _____
(Print student name)

ADD course(s):

Class Nbr	Course Subject & Number - Section	Instructor Printed Name	Credit Hours	Permit No.
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DROP course(s):

Class Nbr	Course Subject & Number - Section	Instructor Printed Name	Credit Hours
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STUDENT SIGNATURE: _____

***For Late Add Only**

Instructor SIGNATURE: _____