



### 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. Elizabeth Kirkendoll, School of Music
  - d. Prof. Lewis Glaser, Department of Design
  - e. Dr. Sally Fortenberry, Department of Fashion
  - f. Prof. Jennifer Engler or Prof. Alan Shorter, Department of Theatre
3. **FOR LATE ADD ONLY:** A permission number and signature from the course instructor is required.
3. Email form to [CoFADegreePlan@tcu.edu](mailto:CoFADegreePlan@tcu.edu), or submit in-person at MOUN 104. 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: \_\_\_\_\_