

LATE ADDITION OF COURSE(S)

1. Advice to Students

Procedures / Instructions

This form is used to add courses after Friday of the second week of semester. An [administrative charge](#) will apply after that date. Adding courses may change your financial liability. If adding a course increases your financial liability you must pay any fees or charges within two working days of being advised the addition was approved to avoid an administrative charge for late payment. For more information see: <http://www.uq.edu.au/myadvisor/changing-courses>.

- Fill in your personal details in Section 2 and add your signature in Section 3.
- Obtain the signature of the course lecturer or coordinator in Section 4.
- Go to your faculty and obtain the signature of the Associate Dean (Academic). (*Students in Faculty of Health Sciences programs should submit the form to the school administering their program, which will obtain faculty approval on the students' behalf.*)
- Lodge this form at a Student Centre together with any applicable administrative charge.
- You will be advised by email to your student account when the course has been added.

Note: Adding A Course After The Census Date

Please check the census dates listed on myAdvisor (<http://www.uq.edu.au/myadvisor/census-date>). Courses scheduled in non-standard teaching periods will have different census dates from standard semesters.

Adding courses after the census date is unlikely to be approved unless you can demonstrate special circumstances that prevented you from completing your enrolment prior to the census date. Any requests for late enrolment must be lodged through your faculty and, subject to its support, will be considered by the Academic Registrar.

- Commonwealth supported students must pay full tuition fees for course(s) added after the census date (Note: under the HESA legislation, the University is not permitted to enrol a student in a course as a Commonwealth supported student after the census date. At UQ, the alternative is to approve such enrolment as a full-fee-paying student. A student enrolling in course(s) after the census date is unable to access FEE-HELP for that course).
- Full-fee-paying students (domestic and international) will have to pay full tuition fees for the course(s) plus a late administration fee of \$200.

2. Personal Details (Please use mySI-net to keep your contact information current)

Student Number (e.g. 12345678, <u>not</u> s1234567)							
Name (family, given)							
Email	@student.uq.edu.au						
Program (e.g. Bachelor of Arts)				Field (e.g. History)			

3. Student Signature

I acknowledge that I have read the above section 'Advice to Students'. I authorise the addition of courses to my enrolment, subject to approval.

Signature: _____

Date: ___/___/___

4. Recommendation/Approval: Late addition of course enrolment requires a recommendation from the Course Coordinator of each course and approval from the Associate Dean (Academic) of the faculty.

Add Course/s – please provide details				Recommendation	Approval
Semester (e.g. 1, 2, Year or Summer)	Course Code (e.g. LAWS1000)	Attendance (e.g. Internal, External)	Campus (e.g. St Lucia)	Signature of Course Coordinator	_____ Signature of Associate Dean (Academic) _____ Name (please print) Date: ___/___/___

5. Office Use Only

Administrative Charge Paid: Date ___/___/___ Receipt No. _____

Teaching Period (Course / Period): _____/_____

Courses added by: _____ / ___/___
 Name (please print) Signature Section Date

Faculty Comments:

Note: If you want to **drop** a course or courses refer to <http://www.uq.edu.au/myadvisor/changing-courses> for information on the procedure and any financial, academic, or student visa consequences.

Privacy Statement: The information on this form is collected for the purposes of processing your application for late addition of course(s). The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further please consult the UQ Privacy Management Policy at: <http://www.uq.edu.au/hupp/index.html?page=24999>.