

Late Add

What is it?

- Students who wish to be added to a class after the class has begun and after the add/drop period has ended will need to be added to the class through the “Late Add” process. Students wanting to add a class and drop a class need to do this at the same time to avoid financial penalty.

What’s the process?

- The process can be initiated by the instructor or the student.
 - By Student: Using their shockers email account, student sends an email to the instructor assigned to the class and copies (cc) registration@wichita.edu on the same email
 - By Instructor: Using their Wichita.edu email account send an email to registration@wichita.edu and copy (cc) the student’s Shockers email
- Wait for instructor’s approval/denial of the late add request (instructor approval is implied if initiated by the instructor)
- Once approved, the Registrar’s Office will enroll the student

Who’s included?

- The instructor of the course, student, and registration@wichita.edu

What details are needed?

- Student myWSU ID
- Course and 5-digit CRN(s) of the class(es) requested

Instructors have the right to deny a late add request.

All holds, approvals, or overrides must be handled before the registration can be processed.