

Hampton University
Hampton, Virginia 23668

Adding Students to Closed Classes

Purpose: To add students into closed classes.

Department _____ Date _____

I hereby grant permission to add _____,
Student Name Student ID#

to _____, which is closed.
Course/Section/CRN#/Credit Hours

Student Academic Advisor Signature

Instructor Signature

Department Chair Signature (Where Course is offered)

School Dean Signature (Where Course is offered)

Total Semester Credits _____

Steps that the student take in processing this form: 1) Obtain the form from Web Student Forms
2) Obtain Student's Academic Advisor's Signature 3) Secure signature of Instructor, Chair, and
School of Dean where the course is offered 4) Sign form 5) Deliver form to the Registrar's
Office

Student's Signature

Student's Phone Number

Date

Revised 7/02/18