



**ADD Course AFTER  
Add/Drop Week**

Please return form to the Office of the Registrar at Registrars@ben.edu from your BenU email.

**PART I COURSE CHANGES**

*To be completed by the student*

Term 20 \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Print) Last First MI

Check here if you are a Student Athlete

**COURSES ADDED**

CLASS #	SUBJECT	CATALOG # & SECTION	HRS.	COURSE TITLE
<i>i.e. 1249</i>	<i>LITR</i>	<i>150/A</i>	<i>3</i>	<i>Themes in Literature</i>

**PART II Approvals/Signatures**

Department Chair signature/Date	
Instructor's signature/Date	
Academic Advisor signature/Date	
Athletic Advisor (Athletes only) Signature/Date	

*Students are responsible for obtaining all signatures prior to returning to Registrars@ben.edu for processing.*

**I ACKNOWLEDGE THAT I AM FINANCIALLY RESPONSIBLE FOR THE CHANGES IN THE EVENT OF ADDING CLASSES, WHICH MAY EXCEED THE 18 HOUR LIMIT.**

\_\_\_\_\_  
Student's Signature Date Total Hours after Change

**PART III Processing**

*To be completed by the Office of the Registrar*

\_\_\_\_\_  
Date Processed Processor's Signature