OFFICE OF THE REGISTRAR
RECORDS AND REGISTRATION

UNM

ENROLLMENT AUTHORIZATION
DURING THE TERM

Instructions:
Step 1: Complete information for the course.
Step 2: Submit to the Instructor of Record for permission to add.
Step 3: Submit to Course Dean for permission.
Step 4: Student returns to Records and Registration.

Changes after the Last Day to Add
will incur
Late Transaction Fees.

Step One: To be completed by the **Student**.

UNM ID. Number _____ Date

Student Name

Student Signature

By signing this form, I accept the Financial Responsibility for
all Charges, Tuition, and Fees associated with this course.

TERM _____ CRN

DEPT.   COURSE #   SECTION #

Grade Mode:

Audit ☐

CR/NC ☐

Letter Grade ☐

Total Credits for this course: _____
(if Variable Hour Section)   (Hours)

**Section Change from: _____
(if changing to another)   (CRN)

Student must obtain required overrides (capacity, prerequisite, co-requisite,
duplicate, special approval, etc.) **AND signatures prior to submitting this form.**

Step Two: To be completed by **Instructor of Record** (Primary)

All requests require Instructor Signature.
Section change requires Instructor Signature for the section
being added AND the one being dropped.

**Instructor Signature for course being dropped   Date

Instructor Signature for course being added   Date

Step Three: Dean of the College (Arts & Sciences,
Engineering, etc.) offering the Course is required to sign this form
1) After the Last Day to Add,
2) After the Last Day to Drop without Dean's Permission, or
3) To authorize Department Billing.

Course Dean's Signature   Date

Option: I certify that a student enrollment error was caused by _____ Department and the
Late Transaction Fee should be charged to Departmental Index Code: _____ / Account Code: _____

Step Four: To be completed by the **Student**. Return this form, with a copy of your photo ID (LoboCard
preferred),to your local Records and Registration office, or by fax to 505-277-6809.

For Office Use Only:

Comments: _____

Processed By: _____ Fee Charged: _____ Date: _____

Rev 201911