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BISMARCK STATE COLLEGE

Late Add/Reinstatement

Academic Records Office
Schafer Hall, First Floor
Phone: 701-224-5420|Fax: 701-224-5643
BSC.records@bismarckstate.edu

This request is used for a late add which occurs after the established add deadline or for reinstatement of Non-Attendance or Non-Payment.

Instructions:
1. Complete form
2. Secure approval from Instructor
3. Secure approval from Registrar (Academic Records Office)
4. Secure approval from Student Finance
5. Required payment
6. Submit completed form to Academic Records Office

Student Name:

Student ID #:

Semester: ☐ Fall ☐ Spring ☐ Summer

Year:

Late Add/Reinstatement:

Reason: ☐ Past the last day to add ☐ Non-Attendance Reinstatement ☐ Non-Payment Reinstatement

Explanation:

Subject/Catalog Number e.g.MATH 103	Class Number e.g. 12345	Credits e.g. 3 credits	Instructor Approval (Valid for 3 days)	Date (Valid for 3 days)

Late Swap:

Explanation:

	Subject/Catalog Number e.g.MATH 103	Class Number e.g. 12345	Credits e.g. 3 credits	Instructor Approval (Valid for 3 days)	Date (Valid for 3 days)
Old Section:					
New Section:					

Signatures:

Student Signature: _____ **Date:** _____

Registrar Signature: _____ ☐ Approve ☐ Deny **Date:** _____

(Academic Records Office)

Comments:

Student Finance Signature: _____ ☐ Approve ☐ Deny **Date:** _____

Comments: