

# Adding Courses

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## Course Addition

Students may add courses on Banner Web/My Info up to the end of the 3rd day of fall and spring semesters and the 2nd day of summer semester.

The following steps must be completed in order to add a course after the 3rd day of the fall and spring semesters and after the 2nd day for summer semester.

To add a course that has started, students must complete an Override Authorization Form (<http://records.gfcmsu.edu/documents/forms/OverrideAuth.pdf>). The form must be approved and signed by the appropriate college personnel.

To add a course that has not started and that has openings, students must complete an Add Card (<http://records.gfcmsu.edu/documents/forms/AddCard.pdf>). They do not need an instructor's signature if the course has not met.

To add a course that has not started and is full or has restrictions (prerequisite, etc.), students must complete the Override Authorization Form (<http://records.gfcmsu.edu/documents/forms/OverrideAuth.pdf>). The form must be approved and signed by the appropriate college personnel.