

LATE REGISTRATION FORM

Deadlines:

Fall or Spring Semester - The late registration deadline is always the **tenth day of the term**, regardless of the start date of the class. *(This is also the same day the University reports its census to the State for funding purposes.)*

Summer Semester - The late registration deadline is always the **third day of class**. Missing three days in a summer class is the equivalent of missing nine days in a Fall or Spring class. *(This is also the day instructor compensation is calculated.)*

Special Circumstances:

Except under special circumstances, students are not permitted to enroll at the University or add courses after the University has reported census to the State and the late-registration deadline has passed. Special circumstances that will warrant consideration beyond the deadline:

-When adding a class to an existing schedule so that it will allow the student to complete graduation requirements in the current term. This exception is only available to students who have applied for graduation.

-Immediately upon receipt of a job offer from an internship or co-op employer if the student can complete the required number of intern / co-op hours before the end of the term.

Tuition & Fees:

If adding the additional course to your schedule causes additional charges in tuition, payment must be received within twenty-four hours or the late registration will be dropped. A late registration fee of \$10.00 per course is required and will be added to students account.

SEMESTER: ☐ Fall ☐ Spring ☐ Summer YEAR: 20_____

CRN	Course Prefix	Course Number	Section Number	Course Title
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Student ID: _____ Major: _____

Name: _____
Last First MI.

I recommend the student be permitted to schedule this course after the deadline for late registration, if space is available.

ADVISOR'S SIGNATURE: _____ DATE: _____

If the instructor and department head sign this form, it is understood that the department has given the student permission to enter that course after the deadline for registration.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

DEPT. HEAD'S SIGNATURE: _____ DATE: _____

NOTE: Upon completion of this form, please submit to the Registrar's Office, 206 Killian Annex for processing.
All signatures are required for processing.

OFFICE USE ONLY

Processed by: _____ Date: _____