



DIRECTIONS

- Complete **Sections 1 and 2** for any courses to add to your schedule
- Complete **Section 3** if the course being added is replacing an existing course on your schedule.
- Obtain necessary permissions (see below) from the Instructor and Department Chairperson or Program
- Return completed forms to the appropriate office (see **Section 4**).

1	STUDENT DETAIL <hr style="border-top: 1px dashed black;"/> <div style="display: flex; justify-content: space-between;"> BANNER ID STUDENT NAME CLASS YEAR </div>
2	COURSE TO ADD <hr style="border-top: 1px dashed black;"/> <div style="display: flex; justify-content: space-between;"> CRN SUBJ-CRSE-SECTION and TITLE </div> <p><i>I will allow the above-named student to late-register in my course.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border-top: 1px solid black;"/> <p style="text-align: center;">Instructor's Signature</p> </div> <div style="width: 35%;"> <hr style="border-top: 1px solid black;"/> <p style="text-align: center;">Date</p> </div> </div> <p><i>I have approved the registration of the above-named student, having considered issues of enrollment, prerequisites, and lapsed time.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border-top: 1px solid black;"/> <p style="text-align: center;">Chair/Director's Signature</p> </div> <div style="width: 35%;"> <hr style="border-top: 1px solid black;"/> <p style="text-align: center;">Date</p> </div> </div>
3	COURSE TO DROP (if applicable) Note: courses will only be dropped pending successful registration in the above course <hr style="border-top: 1px dashed black;"/> <div style="display: flex; justify-content: space-between;"> CRN SUBJ-CRSE-SECTION and TITLE </div>
4	RETURN FORM Until 1/29: Forms returned to Enrollment Services (Harkins 310) for processing. Beginning 1/30: Forms submitted to Dean of Undergraduate & Graduate Studies (Harkins 213) for approval.

Late Course Registration (1/30/2018)

Adding any course after it has met for 3 contact hours requires written authorization from the instructor, department chair or program director of the course. Beginning 1/30/2018 (course has met for 6 contact hours), all schedule changes additionally will require approval from the Office of the Dean of Undergraduate & Graduate Studies. Students are subject to a \$150 late course registration fee for each course added during the late adjustment period. By signing this form, I hereby understand that a \$150 processing fee will be added to my tuition bill and that this is an official college policy.

Student Signature: _____ Date: _____

Dean's Signature _____ Date: _____