

# Graduate Student Late Registration Form

## Instructions (Please read carefully)

This form is to be used **ONLY** if you are adding/registering for a course(s) after the drop/add period has ended or the first class day of a summer course. You must obtain approval from the instructor of each course, and then go to the Office of Student Services in Lyons Hall for payment and registration.

- Registrations submitted after the drop/add period has ended will automatically be assessed the \$150 late registration fee by the Office of Student Services.

Eagle ID Number:

Name: \_\_\_\_\_  
Last First

Phone: \_\_\_\_\_

- **Requires Permission of Associate Dean: (see below)**

- GA&S (02) Candace Hetzner
- LAW (04) Elizabeth Rosselot
- GSSW (06) Teresa Schirmer
- LSOE, Graduate Programs (10) Elizabeth Sparks
- CSOM, Graduate Programs (11) Jeffrey Ringuest
- CSON, Graduate Programs (14) M. Katherine Hutchinson
- STM (18) Jennifer Bader

- **Please check one**

- Enrolled in a degree program
- Enrolled as a Special Student

- **Current Academic Year \_\_\_\_\_ Semester (check one)**

- Fall
- Spring
- Summer \_\_\_\_\_

- **To Register for Courses:** List each course (including seminars, laboratory, discussion group, clinic, etc.) in the section below. Enter the index number, course number, and number of credits. Courses taken for academic **credit** should be listed in the first grid. Courses taken for **Audit Only** should be listed in the second grid. Obtain the signature of the instructor for each course.

- **ENTER COURSES FOR CREDIT HERE**

Index	Course Number	Section	Credit	Instructor Approval
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- **ENTER COURSES FOR AUDIT (ONLY) HERE**

Index	Course Number	Section	Credit	Instructor Approval
_____	_____	_____	A	_____
_____	_____	_____	A	_____
_____	_____	_____	A	_____
_____	_____	_____	A	_____
_____	_____	_____	A	_____

Associate Dean's Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Forms received without required approvals will be returned to the student unprocessed.**