



Course Registration Adjustment

Spring 2020

DIRECTION

- 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	<p>STUDENT DETAIL</p> <hr/> <p>Banner ID # _____ Student Name _____ Class Year _____</p>
2	<p>COURSE TO ADD</p> <hr/> <p>CRN # _____ SUBJ-CRSE-SECTION and TITLE _____</p> <p><i>I will allow the above-named student to late-register in my course.</i></p> <hr/> <p>Instructor's Signature _____ Date _____ <i>I have approved the registration of the above-named student, having considered issues of enrollment, prerequisites, and lapsed time.</i></p> <hr/> <p>Chair/Director's Signature _____ Date _____</p>
3	<p>COURSE TO DROP (if applicable)</p> <p>Note: courses will only be dropped pending successful registration in the above course</p> <hr/> <p>CRN _____ SUBJ-CRSE-SECTION and TITLE _____</p>
4	<p>RETURN FORM:</p> <p>Until 01/28/2020: Forms returned to the Office of the Registrar, Harkins Hall 310, for processing. Beginning 01/29/2020: Forms submitted to Dean of Undergraduate & Graduate Studies, Harkins Hall 213, for approval.</p>

Late Course Registration (01/29/2020)

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 01/29/2020 (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 Signature: _____

Date: _____