



Late Registration Form

Bring the completed form to the Enrollment Center.

Name: _____ Student ID: _____

E-mail: _____ Phone: _____

Circle the Semester for which you are registering: FALL / SPRING / SUMMER YEAR: 20 _____

Step 1	List the course you wish to register for:			
	Six Digit Course ID Number	Course Name	Number and Section	Credits
	<i>Example: 000412</i>	<i>Example: Accounting Basics</i>	<i>Example: 1000-01</i>	<i>Example:3</i>

Step 2	Is this a course exchange? YES / NO		If yes, please list the course you wish to be DROPPED from:	
	Six Digit Course ID Number	Course Name	Number and Section	Credits
	<i>Example: 000412</i>	<i>Example: Accounting Basics</i>	<i>Example: 1000-01</i>	<i>Example:3</i>

Step 3 **Instructor Signature:** _____ Date: _____
I authorize the Enrollment Center to register the above student in my class

Step 4 **Student Signature:** _____ Date: _____
I wish to register for the above course and I understand that I will be held financially responsible for this course.

Step 5 **Registered By:** _____ Date: _____