

Late Registration Form



This form, with the appropriate signatures, must be submitted to the Office of the Registrar for all adds, section changes, or credit/audit changes made after the deadline dates as printed in the Master Schedule of Classes.

This is not a withdrawal or drop form

Student Name _____
 Last First Middle

Student ID: _____ Major _____ Phone No. _____

Term of Course(s) Fall Spring Summer Summer I/Maymester Summer II YEAR _____

The above named student is authorized for the schedule adjustments listed below:

REQUESTED ACTION	Subject i.e. ENGL	Course B 101	L	Section 001	CRN NUMBER 17599	CRED HRS Only if for Credit	AUDIT HRS Only if for Audit	INSTRUCTOR SIGNATURE (Signature of instructor to submit grade)	DATES OF MISSED CLASSES
Add (Register)									
Add (Register)									
Add (Register)									
Add (Register)									
Add (Register)									
Change Section from ***									
Change Section to ***									
Change Credit Hours to									
Change Audit to Credit									
Change Audit to Credit									
Change Credit to Audit									
Change Credit to Audit									

Student signature*: _____ Date: _____

**By signing above I acknowledge that I am aware of any financial consequences of this change to my registration. If you are using this form to add a course after the drop/add period, you will NOT be eligible for financial aid for these courses. Financial aid awards will only be based on a student's enrollment status during the official registration period. Should a class(es) be added after this period, financial aid funds will not be awarded to cover the cost of the class(es).*

Advisor signature: _____ Date** _____

Financial Aid Office signature: _____ Date:** _____

Cashier Office signature: _____ Date** _____

**** Authorization expires one (1) business days after this date.**

***** This form will not remove the course or the fees if you have dropped/withdrawn with a 'W' or 'WF' from another section of the same course.**

Processed in the USCB Registrar's Office by: _____ Date: _____

Processed in the USC Registrar's Office by: _____ Date: _____