Approval for Late Registration by Permit

Permits issued prior to the end of Add/Drop period become invalid at the end of the Add/Drop period.

This form, when completed, may allow you to register for a course after the posted Add/Drop period. You must first request a Permit from the Department offering the course you wish to add. The timeline below describes the deadlines for a regular FULL TERM fall or spring semester course.

**First week after the end of the Add/Drop period:** (September 13th- September 20th):
Obtain a Permit from the Department offering the course you wish to add. If the Department issues a Permit, go to the Registrar’s Office and register (NO FORM NEEDED).

**Second week after the end of the Add/Drop period:** (September 21st- September 28th):
Obtain a Permit from the Department offering the course you wish to add. If the Department issues a Permit, obtain the Department Chair’s signature, then go to the Office of the Dean of the College in which the course is offered. If the Dean agrees, obtain the appropriate signature and take the completed form to the Registrar’s Office and register.

**Third week after the end of the Add/Drop period:** (September 29th-October 6th):
Obtain a permit from the Department offering the course, then go to the Office of the Dean of the College in which the course is offered. If the Dean agrees, obtain the appropriate signature and bring this form to the Office of the Provost. If the Provost agrees, obtain the appropriate signature and take this form to the Registrar’s Office and register.

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**Reason for Late Addition:** (This field must be filled in. Continue on back as necessary):

“I have entered a permit for the above course(s); and have completed a Course Overload Form if total semester credits now exceed 19.”

Chair - Printed Name: ____________________________________________________________
Signature: ___________________________________________ Date: ________________

Dean - Printed Name: ____________________________________________________________
Signature: ___________________________________________ Date: ________________

**Third week after the end of the Add/Drop period:** (September 29th-October 6th):
Obtain a permit from the Department, then go to the Office of the Dean of the College in which the course is offered. If the Dean agrees, obtain the appropriate signature and bring this form to the Office of the Provost. If the Provost agrees, obtain the appropriate signature and take this form to the Registrar’s Office and register.

Provost: ___________________________________________ Date: ________________

No late registrations are permitted after the end of the Third week.