

Late Course Registration Approval Form

Instructions: Please fill out this form to request registration for a course after the official add/drop deadline. Once completed, print the form to obtain the required physical signatures, and submit the paper copy to the Registrar's Office.

Student Information

Student Full Name:

Student ID Number:

Email Address:

Phone Number:

Semester:

Academic Year:

Course Information

Course Code & Section:

Course Title:

Credits/Units:

Course Instructor Name:

Reason for Late Registration

Please provide a brief justification for the late registration:

Required Signatures

By signing below, the student, instructor, and department representatives acknowledge and approve the student's entry into the class after the standard deadline.

Student Signature: Date:

Course Instructor Signature: Date:

Academic Advisor Signature: Date:

Department Dean / Registrar Signature: Date: