

University of Missouri-St. Louis

Late Registration Request

- This form should be completed only to add a new course *after the eighth week of classes.*
- ***Do not use this form to complete section changes, to register for dissertation, Ph.D. thesis, MA thesis, graduate research, practicum or internships, or to register for a course that was canceled due to a class verification error.***

DIRECTIONS FOR COMPLETION

- Obtain the signatures of the course instructor, chairperson/coordinator, and the dean
- **PROVIDE A FULL EXPLANATION OF THE CIRCUMSTANCES RELATIVE TO THIS REQUEST.** You may write on the back of this form or you may attach a separate sheet.
- Deliver the completed form and explanation to the Provost, Office of Academic Affairs 426 Woods Hall.

REQUIRED INFORMATION

Student Name: _____ Student Number: _____

Registration in (Check one and complete year): Fall Winter Summer semester 20____

Action	Reference #	Dept.	Course #	Course Title	Credit Hours

Student Mailing Address:

E-mail address:

Telephone: Day _____ Evening _____

Required Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

Dept. Chair/Coordinator: _____ Date: _____

Dean: _____ Date: _____

Provost _____ Date: _____

The Provost's office will contact you after considering your request.