

# University of Missouri-Saint 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**

- 1) **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.
- 2) Obtain the appropriate signatures from the course instructor and the associate dean/dean of the respective academic unit.
- 3) Deliver the form to the Office of Academic Affairs, 426 Woods Hall. The Provost will review the form and contact you by email/phone after considering your request.
- 4) If approved, the completed form must be delivered in person to the Registrar's Office (269 MSC).

**Note: You must pay or make arrangements to pay your student balance with Cashiers before registration of courses will occur.**

### **Required Information**

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Registration in (Check one and complete year):** \_\_\_ Fall \_\_\_ Winter \_\_\_ Summer Semester 20\_\_\_

Reference #	Department	Course #	Course Title	Credit Hours

**Student Mailing Address:**

**Telephone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

### **Required Signatures:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Dean/Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Provost/Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_