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___

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<th>Reference #</th>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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Student Mailing Address:

Telephone: ___________________________  E-mail address: ______________

Required Signatures:

Student: ________________________________  Date: ______________

Instructor: ________________________________  Date: ______________

Associate Dean/Dean: ________________________________  Date: ______________

Provost/Designee: ________________________________  Date: ______________