



Approval for Late Registration by Permit

All permits issued prior to the end of the 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 for a semester or term. 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 fall or spring semester. For other terms, or for a course that runs part of a term, deadlines will be defined proportionately.

First week after the end of the Add/Drop period (second week of the term): See the Department offering the course you wish to add. If the Department agrees to issue a Permit allowing you to register, go to the Registrar's Office and register.

Second week after the end of the Add/Drop period (third week of the term): See the Department offering the course you wish to add. If the Department agrees to issue a Permit for you to register, have your advisor complete and sign the section below, then go to the Office of the Dean of the College in which the course is offered. If the Dean agrees to endorse the Department's Permit for late registration, obtain the appropriate signature below. Then take this form to the Registrar's Office and register.

Student Name _____ CWID _____

Course Title _____ CRN _____

Reason for Late Addition (continue on back as necessary):

Department Chair or Advisor _____ Date _____

Dean _____ Date _____

Third week after the end of the Add/Drop period (fourth week of the term): Obtain a permit from the Department and request the endorsement of the Dean, as above. If the Dean agrees to endorse the Department's Permit for late registration, bring this signed form to the Office of the Provost. If the Provost agrees to endorse the recommendation of the Dean and Department, obtain the appropriate signature below. Take this form to the Registrar's Office.

Provost _____ Date _____