



Late Registration Drop/Add Form*

Office of the Registrar

Address 1500 N. Ashley St. • Valdosta, GA 31698-0175

Phone 229-333-5727 • **Fax** 229-333-5475 • **Web** www.valdosta.edu/registrar/

* This form **must** be accompanied by the Registration Appeal Form.

*Only use this form **AFTER** on-line Late Registration has ended.

Semester: **Fall** **Spring** **Summer** **Year** _____

NAME _____ Student ID Number _____

Courses to be DROPPED from Schedule

CRN	COURSE NO. and SECTION (Ex. ENGL 1101A)	CR HRS	DAY AND TIME OFFERED	INSTRUCTOR APPROVAL	DEPARTMENT HEAD APPROVAL

Courses to be ADDED to Schedule

CRN	COURSE NO. and SECTION (Ex. ENGL 1101A)	CR HRS	INSTRUCTOR APPROVAL		DEPARTMENT HEAD APPROVAL
			SEAT IS AVAILABLE: Student has permission to register with Dept. Approval	CLASS IS FULL: Instructor agrees to override class limit with Dept. approval	

TOTAL REGISTERED CREDIT HOURS* _____

*Undergraduate/Graduate Students must have approval of Department Head and Dean if registering for more than 19 hours.

Student Signature _____ **Date** _____

REGISTRAR PERSONNEL USE ONLY

Processed By _____ Date _____

Original – Registrars Office

Yellow – Bursary

Pink – Student



Registration Appeal Form

Office of the Registrar

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***To be submitted for any registration activity (including new registration and drop/add) following the deadline as published in the Schedule of Classes. A LATE FEE applies for new registration.**

FOR: FALL SPRING SUMMER YEAR: _____

Instructions:

1. Fill in the student data section (Section A) completely.
2. Complete Section B. Explain in full detail the reason registration drop/add could not be completed during the designated time period. Attach additional sheets if necessary.

Attach detailed documentation to support your appeal.

Please note: Attendance in a class is not sufficient reason to be added to a class. Appeals will be approved only in documented cases of extenuating circumstances beyond the student's control.

3. Complete and attach a Late Registration Form or Drop/Add Form with all approvals.
4. Obtain all approvals (Section C) and submit all documents to the Registrar's Office.
5. If approved, students must pay all outstanding fees immediately.

A.

Name	_____	_____	_____	_____
	LAST	FIRST	M.I.	STUDENT ID NUMBER
LOCAL ADDRESS	_____			LOCAL PHONE

B. I am requesting an exception to the deadline for late registration and drop/add for the following reason(s).

Student Signature _____ Date _____

C. Approvals

Approved Disapproved _____ Date _____
DEPARTMENT HEAD OF MAJOR

Approved Disapproved _____ Date _____
DEAN OF MAJOR

Approved Disapproved _____ Date _____
VICE PRESIDENT FOR ACADEMIC AFFAIRS

ORIGINAL—Registrar's Office • YELLOW—Business Office • PINK—Student