



# Late Registration Add/Drop Form

## Office of the Registrar

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-0175

PHONE 229.333.5727 • FAX 229.333.5475 • WEB www.valdosta.edu/academics/registrar

Date

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Use this form only AFTER online add/drop has ended. This form must be completed and submitted by midterm. After midterm, this form must be accompanied by Late Registration Appeal Form. A \$75 Late Fee applies for new registration. Students must complete the following steps: (1) Obtain all necessary signatures; (2) Take paperwork to Student Financial Services/Bursary for verification that all tuition and fees are paid; (3) Submit form to Registrar's Office.

Semester:      Fall                  Spring                  Summer                  Year: \_\_\_\_\_

NAME \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ LOCAL PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Courses to be ADDED to Schedule

Instructors should be able to verify that a student has been attending the course or that the instructor is willing to assist the student in making up any missed work (or the student has agreed to accept any penalties for missed work) prior to enrollment in the class. **Attendance in a class is not sufficient reason to be added to a class. Late course adds will be approved only in documented cases of extenuating circumstances beyond the student's control.**

REASON FOR LATE ADD: \_\_\_\_\_

CRN	COURSE NO. AND SECTION (EX. ENGL 1101A)	CREDIT HOURS	ONLINE COURSE? (Y OR N)	STUDENT ATTENDING CLASS? (Y OR N)	INSTRUCTOR APPROVAL	DEPARTMENT HEAD APPROVAL (Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)

### Courses to be DROPPED from Schedule

**If students have attended beyond the end of the online add/drop period, students should *withdraw*, not *drop*. Late course drops should not be approved unless students are able to document that they did not attend class beyond the designated period and the reasons why they were not able to complete the online drop process during the online add/drop period.**

REASON FOR LATE DROP: \_\_\_\_\_

CRN	COURSE NO. AND SECTION (EX. ENGL 1101A)	CREDIT HOURS	ONLINE COURSE? (Y OR N)	STUDENT ATTENDING CLASS? (Y OR N)	INSTRUCTOR APPROVAL	DEPARTMENT HEAD APPROVAL (Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)

Total Registered Credit Hours\* \_\_\_\_\_

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

### Student Financial Services/Bursary

ADDRESS 1205 N. Patterson St. • Valdosta, GA 31698 (corner of Patterson & Ann) • PHONE 229.333.5725 • FAX 229.259.2051

BURSARY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_