This form should be used by degree seeking graduate business students who wish to register for a course after the add/drop deadline has past. You must receive permission from the instructor in order to register for the course, even if seats are available.

Since the add/drop deadline has past, if you have not already been attending the course you wish to register for, it is unlikely that you will be granted registration approval. Late registration approval is determined on a case-by-case basis by the instructor.

INSTRUCTIONS:
1. Complete Section A of the form.
2. Obtain instructor signature for approval in Section B.
3. Return form to the Graduate Registrar, Miller Hall 2041. The Graduate Registrar will enroll you for the approved course.

SECTION A: The Student completes this section.

Student Name ________________________________________ Student ID#  930

Program (i.e., FT, Flex, MAC) __________________________ Effective Semester/Year _________

List the course you wish to take.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Number &amp; Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days/Time</th>
</tr>
</thead>
</table>

Student Signature________________________________________ Date____________________

By signing above, you acknowledge that since the add/drop period has ended, if you wish to withdraw from the course, the withdrawal will be indicated by a “W” on your transcript. If you have a hold or other registration problem, you understand it must be taken care of prior to this form being processed.

SECTION B: Please sign below if you approve this late-registration request.

Program Director Signature _______________________________ Date Signed ________________

Instructor Signature _________________________________ Date Signed ________________

FOR OFFICE USE ONLY

Processed Date: ___________________ Initials: ________________________________

Revised September 2010