

PERMISSION FOR LATE REGISTRATION
 (Matriculated Student)

This form should be used by Raymond A. Mason School of Business Graduate Students who wish to register for a course after the add/drop deadline. The student must receive permissions 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 the instructor's signature.
3. Return form to your Degree Program Office.

SECTION A: (Completed by the Student)

Student Name: _____ Student ID: _____

Degree Program (i.e. Flex, FT, MAcc, etc.): _____ Effective Semester/Year: _____

Anticipated Graduation Semester/Year: _____

List the course (outside of the degree program) that you wish to take:

Course Name	Course Number & Section	CRN	Credit Hours	Days/Time

By signing below, 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 of other registration restriction, you understand that it must be taken care of PRIOR to this form being processed.

Student Signature: _____ Date: _____

SECTION B: Program Approval - Please sign below if you approve the request that this student be enrolled in the course listed and granted credit towards the graduate degree.

Instructor Signature _____ Date: _____

Program Director Signature: _____ Date: _____

FOR OFFICE USE ONLY	Processed Date:	Initials:
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