

PETITION FOR LATE ADD - CURRENT TERM

Undergraduates

Registrar's Office

Instructions: Complete this form thoroughly. University policy requires students to fulfill registration by the completion of the first 20% of the term. Attach a typed explanation of the circumstances which require you to petition for late registration. Please see the *General Catalog* "Adding Courses" for the complete policy. This form is to be used only during the current term. A Petition for Academic Record Adjustment must be submitted to the Registrar's Office for changes to prior terms. Return this form and your typed appeal to the Registrar's Office, TSC 246, 1600 Old Main Hill Logan UT 84322-1600. ***Each added class bears a \$100 per class fee due prior to registration.*** Standard tuition rates for the given term also apply.

Please Print Clearly:

Student ID (A#)	Name (Last, First, M.I.)	Email Address	Term
-----------------	--------------------------	---------------	------

Course(s) to be added:

CRN	Dept.	Course No.	Section No.	Credits	Instructor's Signature

*The instructor's signature certifies that the student can meet all of the requirements for the course.

Comments -

I certify that the above and attached information is true and accurate. I give the Registrar's Office permission to discuss my request with those individuals mentioned in the attached appeal and my advisor. I agree to pay all additional tuition and fees associated with this adjustment.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

The form must be presented at the Registrar's Office within 3 business days of the Advisor signature.

For Office Use Only:

Processed by: _____ Date: _____

