



Appeal for Late Registration Form

For all courses with regular start dates based on the approved academic calendar, no registration is permitted after the 5th day of classes (fall and spring term) and the 3rd day of classes (summer term). Any student seeking to register after these dates must fully complete this appeal form. Incomplete appeals will not be considered. **Submission of the appeal is no guarantee that the appeal will be granted.** This form must be brought in person to Business Services (IL139) and then to the Registration Office (IL148) no later than the end of the 12th class day.

Print or type clearly:

Name: _____ SMSU ID: _____

Phone: _____ (home) _____ (cell)

E-Mail: _____

Classification: Fr. So. Jr. Sr. Grad Term: _____

Course ID	Dept	Credit	Grade Method	Course Title	Faculty Signature	Date

Student Responsibility: To register for a course that has already started, students must obtain override signatures from each faculty member for each course.

****Note to Faculty:** Online overrides can not be processed after the 5th class day.

By signing this form, I accept **all** financial obligations incurred as a result of this registration. I understand I am responsible for any remaining balance due.

Student Signature

Date

University Responsibility:

<p>Business Services: Verification of payment (only after student makes minimum payment of \$300.00 + International insurance if applicable)</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>Registrar: Completes Registration</p> <p>New _____ Re-Register _____</p> <p>_____ Signature</p> <p>_____ Date</p>
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