

Graduate Late Registration/Add Form for TERM: _____/_____



Use this form after the Last Day to Add*

Semester Year

Proof of Payment or BPP Enrollment must accompany the registration.

Graduate Program Director Approval is required**

This form becomes invalid after the Last Day to Withdraw (Drop for ALT).

The Office of the University Registrar

After the Last Day to Withdraw (Drop for ALT), a Graduate College petition must be submitted***.

*The Academic Calendar contains dates required for courses scheduled in regular and summer sessions. Please see the Academic Calendar for Last Day to Add, Last Day to Drop and Last Day to Withdraw at <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>. For courses scheduled in alternative sessions, please view the Last Day to Add and Last Day to Drop (Withdraw) dates via CampusNet by viewing your schedule or viewing the course via Class Search. **Please note that "The Last Day to Drop" in CampusNet is equivalent to the "Last Day to Withdraw" on the Academic Calendar.** Alternatively scheduled courses dropped up to and through this date will result in a grade of W unless dropped within the first 10% of the course (ie. within 5 days of a 50 day course, including weekends and holidays).

CSU ID# _____ Last Name _____ First Name _____ M.I. _____

Home Phone _____ Business / Mobile Phone _____ Email Address _____

Check one: Non-Degree student Graduate Degree seeking Program _____

| | Class # | Credit Hours | Subject / Number / Section | Session (Regular / Alternative) | Instructor Signature (mandatory) | Date | Attendance since beginning of term Yes / No / Unknown | Permission Required |
|---------------------|---------|--------------|----------------------------|---------------------------------|-----------------------------------|------|---|---|
| Courses to be Added | | | | | | | | <input type="checkbox"/> Class Limit <input type="checkbox"/> Requisite <input type="checkbox"/> Consent <input type="checkbox"/> Time Conflict <input type="checkbox"/> Unit Load* |
| | | | | | | | | <input type="checkbox"/> Class Limit <input type="checkbox"/> Requisite <input type="checkbox"/> Consent <input type="checkbox"/> Time Conflict <input type="checkbox"/> Unit Load* |
| | | | | | | | | <input type="checkbox"/> Class Limit <input type="checkbox"/> Requisite <input type="checkbox"/> Consent <input type="checkbox"/> Time Conflict <input type="checkbox"/> Unit Load* |
| Drop / Withdraw | | | | | | | | |
| | | | | | | | | |

- Schedule changes may be noted on your academic record and result in financial obligation.
- The Office of the University Registrar reserves the right to deny any late registration/add request that does not meet policy standards.

**Graduate Program Director Approval: _____ Date: _____

** NOT required for Non-Degree students

***Requests for Late Enrollment/Additions will not be accepted by Campus 411 after posted calendar deadlines. Late registration/late adds are only possible through a petition to the Graduate College Petitions Committee. The Committee will only consider requests where the student can show that demonstrable administrative error on the part of the University was responsible for her/his failure to register before posted deadlines.

My signature acknowledges I understand and agree that my registration obligates me financially to Cleveland State University for all tuition charges and fees associated with my course enrollment and I acknowledge and accept this obligation. I understand and agree that any refund and/or credit to which I may be entitled will be processed in accordance with applicable University policies and procedures.

Student Signature _____ Date _____

Take this form to Campus411 at MC 116 for registration

For Office Use Only:
Date Processed: _____ Staff Initials: _____

FOR REGISTRATION DEADLINES, PLEASE VISIT WWW.CSUOHIO.EDU/REGISTRAR
All registration transactions must be done prior to stated deadlines.
College of Graduate Studies-Parker Hannifin Hall room 218- (216) 687-9371
V. 05.12.2010
Effective SU10