



LATE COURSE ADD

Print Name: \_\_\_\_\_ PLU ID #: \_\_\_\_\_

PLU Email: \_\_\_\_\_@plu.edu Term:  Summer  Fall  J-Term  Spring

UNIVERSITY POLICY INFORMATION

All registration changes must be completed by the deadlines listed on the Registrar's Office Dates & Deadlines page.

Consultation with your academic advisor is recommended before making any registration changes. Registration changes may result in additional tuition charges/fees and can affect financial aid.

Deadlines:

This form is for LATE course additions. Late course additions are defined as course additions after the 5th business day of a full semester or the 2nd business day of a half semester, summer, or J-term.

Permissions and Fees:

Adding a class after the deadline is considered an exception to policy. Instructor signature is required and a \$100 late registration fee plus any additional tuition is charged.

Holds:

Registration holds will prevent course additions. If a registration hold exists the form will be returned for resubmission once the registration hold has cleared.

Form Submission:

Submit the completed form to the Registrar's Office (Hauge Admin Bldg Rm 130 or registrar@plu.edu). Incomplete forms will not be accepted.

I have read and I understand the above University policies regarding registration.

STUDENT SIGNATURE

TODAY'S DATE

COURSE INFORMATION

Table with 5 columns: CRN, SUBJECT / NUMBER / SECTION, SEMESTER HOURS, INSTRUCTOR'S SIGNATURE\* (Also indicates permission to override any registration barriers.), DATE OF INSTRUCTOR SIGNATURE

\*Use the 'Registration Override' tool if approving a student to add a course prior to the 5th business day of a full semester or the 2nd business day of a half semester, summer, or J-term. This form will only be accepted for late course additions.