



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 Academic Records Office [Dates & Deadlines](#) page.

Consultation with your academic advisor is strongly 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 or J-term.

Permissions and Fees: Adding a class after the deadline is considered an exception to policy. Instructor signature is required and a **late registration fee* plus any additional tuition is charged.**

**Fee and tuition amounts are outlined in the PLU Catalog.*

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 Academic Records Office (Hauge Admin Bldg Rm 130 or records@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

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 or J-term. This form will only be accepted for late course additions.*