This form must be approved by the instructor of the course and the department chair of the course. Make sure if any permits are needed for prerequisite, restriction, or closed class overrides they are entered before coming to the MT One Stop.

Take this form to the MT One Stop for processing on the Student Services and Admissions Center 2nd floor. Depending on the transaction you may be required to prepay for your course(s) before the transaction can be processed.

- If you are receiving financial aid, the MT One Stop can apply your awards or give you a deferment based on the information we have already received and processed regarding financial aid.
- If you are not receiving financial aid, you will be given a Late Registration Approval form to take to the Business Office to prepay for classes. Please note the Business Office closes at 4:30 p.m. if you need to make a payment.

Changing courses could impact your federal aid eligibility if the course or courses added are not a degree requirement. For federal aid to pay for a course in your major, minor, or other degree requirement, it must be part of your Course Program of Study (CPoS) or be necessary to help you earn the total hours required for your degree. Make sure you have talked with your advisor before adding or dropping courses to see if the courses will count as a degree requirement. For more information visit: [mtsu.edu/cpos](https://mtsu.edu/cpos)

For more information about registration, important dates, and deadlines, visit [mtsu.edu/registrationguide](https://mtsu.edu/registrationguide)

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