

## Late Registration Process Once Forms are Required

### Adding Courses

Once forms are required to add a class for a part of term, students must have an approved Late Registration form and either prepay or have financial aid to cover the cost of the classes they add. **All Late Registration forms should be brought to the MT One Stop by the student. Forms can only be accepted from the student at the MT One Stop.**

Please note that the student cannot be enrolled until payment is made for the course(s) or we can confirm financial aid will cover the balance.

### Dropping Courses

Once forms are required to **drop** a class for a part of term, students must have an approved Late Registration form. Students should bring forms to the MT One Stop to be processed.

Students should contact the MT One Stop before they drop a course to identify if dropping a course could impact their financial aid.

### Repeat Forms

If a student needs an **Undergraduate Repeat Form** signed and added after the deadline to add passes, approval must be given for the repeat and the late add. The repeat form should be brought to the MT One Stop for processing along with the signed Late Registration form.

Graduate students who need a repeat form will need to submit their repeat form online and bring a Late Registration form to the MT One Stop once the repeat form has been approved.

### Emailing Forms

Late Registration forms should only be emailed if the student is taking all online courses or is out of the county. Forms can be emailed to [register@mtsu.edu](mailto:register@mtsu.edu).

Forms that are emailed should be emailed to [register@mtsu.edu](mailto:register@mtsu.edu) by the department approving the drop or add. Students should only email forms if there is an email approval from the department attached. Digital signatures should only be emailed by the department.

Any questions regarding registration can be sent to [register@mtsu.edu](mailto:register@mtsu.edu). We are happy to help with any questions you might have.

## Instructions for Online Only Students

The student must initiate the late registration process from their MTSU email account. They should follow these steps:

1. Student obtains a Late Registration form on the MT One Stop website and completes the form with **ALL** classes they wish to late register for in the semester. Any classes that need to be subsequently dropped while adding these courses should also be listed on the form. A fillable form can be found here: <https://mtsu.edu/registration/docs/dropaddfillable.pdf>.
2. Student emails the Late Registration form to the instructor of the course from their MTSU email for approval. (If the department does not require instructor approval, this step can be skipped, and the form sent to the department chair directly). The same form should be sent to all instructors for them to just approve courses that apply to them.
3. If the instructor approves, the instructor should sign the form (if able to scan it in) or send their email approval with the form to the Department Chair/Director or Executive Aide for their approval. The department offering the course must approve the form before the course can be added. **All permits should be entered when the department approves.**
4. The department approver should send the approved form to [register@mtsu.edu](mailto:register@mtsu.edu).
5. After all signatures/approvals are verified, a fee calculation sheet will be completed and we will work with the MT One Stop to verify any financial aid. Please note, if a student does not have an existing schedule they will need to pay for the course(s) they are attempting to add and any other courses on their schedule, or have financial aid to cover the balance. For the summer term, if a form is required for the part of term, the student must prepay or have financial aid to cover the balance.
6. If the student has a balance, we will send the student a payment link to pay the balance. There will be specific instructions on how to complete the payment in the email to the student. The student is also directed to forward the receipt from their payment to [register@mtsu.edu](mailto:register@mtsu.edu). **Payments usually take a few hours to show for the Business Office, but if the student emails their receipt we can add them as soon as we have that receipt.**
7. Once payment confirmation is received or financial aid is confirmed, we will add the student to the course(s). If any registration errors occur, we will contact the department to obtain a permit if possible.
8. After the student is registered, we will respond to the student, instructor and department to confirm the student has been enrolled.

Forms can be signed by the instructor/department, or an email can be sent from the department with approval if the form cannot be signed physically and scanned back in.