MIDDLE TENNESSEE STATE UNIVERSITY.

LATE REGISTRATION FORM

MT one STOP

Name: _____ M#: _____ Term: _____

☐ I am adding or dropping classes (currently registered in at least one class)

☐ I am late registering (no existing schedule)   ☐ I am withdrawing from all classes for the semester

Completed by Student				Completed by Instructor and Department Representative			
Add/ Drop	CRN	Course (Subject/Number/Section)	Hours	Instructor Approval	Date	Department Approval	Date

Forms dated more than 2 business days old will need to be re-approved by each department.
After the term census date, new signatures are required before this form will be processed.

This form must be approved by the instructor of the course and their department chair/director. Make sure if any permits are needed for prerequisites, restrictions, or closed class overrides they are entered by the department. Bring this form when fully completed to the MT One Stop for processing.

Changing courses could impact your fees if the term has already started and 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.**

For more information about registration, important dates, and deadlines, or for detailed instructions on the late registration process including how to submit this form as an online only student, please visit
mtsu.edu/registrationguide.