Graduate Late Registration/Add Form for TERM:_____/_____

Semester   Year

Use this form after the Last Day to Add*

Graduate Program Director Approval is required**

*This form becomes <u>invalid</u> after **the Last Day to Withdraw (Drop for ALT)**.*

After **the Last Day to Withdraw (Drop for ALT)**, *a Graduate College petition must be submitted***.*

Cleveland State University

The Office of the University Registrar

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*The Academic Calendar contains dates required for courses scheduled in regular and summer sessions. Please see the Academic Calendar for Last Day to Add, Last Day to Drop and Last Day to Withdraw at http://www.csuohio.edu/enrollmentservices/registrar/calendar/. For courses scheduled in alternative sessions, please view the Last Day to Add and Last Day to Drop (Withdraw) dates via CampusNet by viewing your schedule or viewing the course via Class Search. <u>Please note</u> that "The Last Day to Drop" in CampusNet is equivalent to the "Last Day to Withdraw" on the Academic Calendar. Alternatively scheduled courses dropped up to and through this date will result in a grade of W unless dropped within the first 10% of the course (ie. within 5 days of a 50 day course, including weekends and holidays).

CSU ID# _____   Last Name _____   First Name _____   M.I _____

Home Phone _____   Business / Mobile Phone _____   Email Address _____

Check one: ❑ Non-Degree student   ❑ Graduate Degree seeking *Program* _____

	Class #	Credit Hours	Subject / Number / Section	Session (Regular / Alternative)	Instructor Signature (*mandatory*)	Date	Attendance since beginning of term Yes / No / Unknown	Permission Required
Courses to be Added			| |					☐ Time Conflict ☐Unit Load*
			| |					☐ Time Conflict ☐Unit Load*
			| |					☐ Time Conflict ☐Unit Load*
Drop / Withdraw								

> Schedule changes may be noted on your academic record and result in financial obligation.
> The Office of the University Registrar reserves the right to deny any late registration/add request that does not meet policy standards.

*****Graduate Program Director Approval*:_____   *Date*:_____

** NOT required for Non-Degree Graduate Students

***Requests for Late Enrollment/Adds will not be accepted by Campus 411 after posted calendar deadlines. Late registration/late adds are only possible through a petition to the Graduate College Petitions Committee. *The Committee will only consider requests where the student can show that demonstrable administrative error on the part of the University was responsible* for her/his failure to register before posted deadlines.

My signature acknowledges I understand and agree that my registration obligates me financially to Cleveland State University for all tuition charges and fees associated with my course enrollment and I acknowledge and accept this obligation. I understand and agree that any refund and/or credit to which I may be entitled will be processed in accordance with applicable University policies and procedures.

_____   _____

Student Signature   **Date**

Take completed form to Campus411 All-in-1 at BH 116 for processing.
OR
Complete form and submit to instructor and Program Director for approval.
Completed form with required approvals must be sent to registrar@csuohio.edu from your @csuohio.edu email address.

For Office Use Only:

Date Processed: _____   Staff Initials: _____

FOR REGISTRATION DEADLINES, PLEASE VISIT WWW.CSUOHIO.EDU/REGISTRAR
All registration transactions must be done prior to stated deadlines.
College of Graduate Studies-Parker Hannifin Hall room 218- (216) 687-9370
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