



# LATE REGISTRATION PETITION

**Applicable for current semester only; see directions on back**

(Student Name)	(ISU ID Number)	(E-mail)
(Full Mailing Address)		(Contact number)
(Class Level)	(Major)	(College)

**I request to register after the deadline because (explain):**

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(Student Signature)	(Date)
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**\*\*NOTE TO INSTRUCTOR:** This student has requested to be allowed to register for courses after the deadline. Please sign on your course line below if the student is attending class and **you approve** this registration for your course.

I wish to register for the following courses:

CRN	Dept	Course #	Section	# Credits	Instructor Approval	Department Chair	Date
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**\*\*NOTE TO REGISTRAR:** This student is permitted to register late **ONLY** in courses where instructor permission has been granted. This student must meet all admission, academic, and other university requirements.  
**Approval on this petition expires 10 working days after the last date authorized below.**

( ) Approved

( ) Denied

Dean, College of the Student's Major	Date
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( ) Approved

( ) Denied

Dean, Graduate School	Date
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## **Instructions for usage of the Late Registration Petition (current semester):**

- 1) This form is used to register students that have not yet registered for classes or who want to add another class after the published add/drop period for the current semester.
- 2) This type of petition usually requires quick action, thus it is recommended that the student take it personally through each step, as possible. (Note: From outreach sites, faxing can help expedite the petition.)
- 3) Student obtains instructor and department chair signature for each course. These signatures indicate agreement with late registration, but cannot guarantee successful performance in the course. After all instructor and department chair signatures are obtained, the student forwards the petition to the appropriate college dean's office (dean of the college of the student's major), and if a graduate student, then next to the Graduate school.
- 4) The final signatory forwards the petition to the Office of the Registrar, where, if approved, the student is registered for approved courses, if space is available.
- 5) If instructor permission or other overrides are required for the course(s), instructor must do that in BengalWeb.
- 6) All Registration holds must be cleared before petition can be processed.