

## Late Registration Request

Once self-service registration ends (after the second week of classes), students must add courses in person at Enrollment Services (BH 101) using this form.

- The form must be presented **with identification** by the registration deadline.
- Enrollment Services is open Monday – Friday, 9 am – 5 pm.
- This form is only valid for use until the last day to enroll for the term.

A \$10 missed deadline fee may apply.

### Important reminders:

- Clear all registration holds before presenting this form to Enrollment Services.
- If you paid part-time fees and are increasing your number of units to more than six, or if you are a nonresident student, you will have increased registration fees.
- Make sure you have the **correct class number** and **section number** for each class.

### When adding a class:

- Approvals are required in the form of the Instructor's signature and the Department Stamp.

### When changing from one section to another of the same class (Section Change):

- This option is only available when you are changing sections of the **same** class (including from/to 400/500 level).
- Approvals for the section being added are required in the form of the Instructor's signature and the Department Stamp.
- No approvals are required for the section to be dropped.
- Be sure to accurately indicate which section is being added and which section is being dropped.

**Refer to the Enrollment Services website at [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment) for deadlines and related policies.**

## Late Registration Request

It is your responsibility to ensure that your enrollment accurately reflects the classes you are attending. Please confirm your schedule on MyCSULB (<http://my.csulb.edu>).

<b>Semester:</b>	<b>Fall 20</b> _____	<b>Spring 20</b> _____	<b>Summer 20</b> _____
Last Name: _____	First Name: _____	MI: _____	
Campus ID: _____	Email: _____		
Telephone: (____) _____	Signature: _____		
Student Program:	<input type="radio"/> Undergraduate <input type="radio"/> Credential <input type="radio"/> Masters <input type="radio"/> Other _____		
Part-time students and nonresident students: note that adding a class may result in an increase of registration fees.			
Initialed by Student: _____			

### ADDING ONLY

- ✓ Be sure to provide the correct class number and section number for each class.
- ✓ Adding a class requires approval from the instructor and department (see below).

Add	Class Number	Course Subject	Course Number	Section	Units	*Instructor Approval	Department Stamp
<i>Add</i>	<i>Example: 11022</i>	<i>Example: PSY</i>	<i>Example: 100</i>	<i>Example: 1</i>	<i>Example: 3</i>	<i>Example Instructor's Signature: James Doe</i>	<i>Example Dept Stamp: PSYCHOLOGY DEPT</i>
Add							
Add							
Add							
Add							
Add							

### SECTION CHANGES ONLY

- ✓ Be sure to indicate which section is being added and which section is being dropped.

Add/Drop	Class Number	Course Subject	Course Number	Section	Units	*Instructor Approval	Department Stamp
Add							
Drop						Not Required	Not Required
Add							
Drop						Not Required	Not Required

\*Instructor approval authorizes an override of all requirements, including prerequisites and course enrollment limits.

Enrollment Services Only: _____	Input by: _____	Total Units Enrolled: _____
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