



Eastern Kentucky University - Office of the Registrar

Request for Late Enrollment (download and save form to desktop in order to digitally sign)

Student Name: _____
Last First M.I

Student ID Number: _____

Current Phone: _____

Semester: (Semester and Year) _____

With my signature I request enrollment into the course(s) listed below. I acknowledge that by registering for the course(s) below I am responsible for any associated tuition charges and fees which may result. If there is an issue which prevents my registration, I understand that I will be notified via my EKU student e-mail. Failure to resolve any issues promptly may result in my request being voided.

Student Signature: _____ **Date:** _____

REGISTRATION INFORMATION

Approval from the instructor, chair, and dean of the college offering the course serves to authorize the Office of the Registrar to provide any course override required to register the student. This does not extend to a credit hour overload nor does it bypass a registration hold.

Late enrollment into a course CANNOT be processed if this form is received by the Office of the Registrar AFTER the deadline for late registration without approved exception.

Student Justification – Explain the circumstances justifying this registration. *Please note: If late enrollment is requested after 2nd week deadline appropriate documentation verifying extraordinary situation must be attached.

Instructor Justification – Why should student be able to register late?

Multiple course can be listed only if they are offered through the same department.

CRN	Course Prefix & Number	Credit Hours	Instructor's Approval Signature
			Date: _____
			Date: _____
			Date: _____
			Date: _____

ACADEMIC DEPARTMENT AND COLLEGE OFFERING COURSE(S):

_____ Date: _____

Chair's Approval Signature

_____ Date: _____

Dean's Approval Signature

CREDIT HOUR OVERLOAD APPROVAL: The dean from the college of the student's first major must approve.

Total Hours after Overload: _____

College Representative: _____

Date Approved: _____

REGISTRAR APPROVAL SIGNATURE:
 Required only for requests after 2nd week deadline.

Signature: _____

Date: _____