

# Graduate Late Registration/Add Form

\_\_\_\_\_ / \_\_\_\_\_  
 Term Year



Use this form after the Last Day to Add\*

Graduate Program Director Approval is required\*\*

This form becomes invalid 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\*\*\*.

The Office of the University Registrar

\*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. **Please note 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 \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Check One:  Non-Degree Student     Degree Seeking Program: \_\_\_\_\_

Courses to be Added	Class #	Credit Hours	Subject	Catalog #	Section	Session (Regular / Alternative)	Instructor Signature (mandatory)	Date	Attendance since beginning of term Yes / No / Unknown	Permission Required
										<input type="checkbox"/> Time Conflict <input type="checkbox"/> Unit Load*
										<input type="checkbox"/> Time Conflict <input type="checkbox"/> Unit Load*
Drop / Withdraw							<ul style="list-style-type: none"> <li>➤ Schedule changes may be noted on your academic record and result in financial obligation.</li> <li>➤ The Office of the University Registrar reserves the right to deny any late registration/add request that does not meet policy standards.</li> </ul>			

\*\*Graduate Program Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* NOT required for Non-Degree Graduate Students

\*\*\*Requests for Late Enrollment/Additions 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 this 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](mailto: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](http://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  
 Rev. 08/2020  
 Effective SU10