Late Registration
(Registration after classes have started but before Census)
Fall 2020

Once a class has started, a student cannot register into the class without instructor permission.

Registration after your class has started will require an "add authorization" from the instructor. With most classes moving on line, students cannot physically attend a class to ask an instructor for an add authorization. For Fall 2020, the add authorization process will be done via email. Here is how it works:

- Email or phone the instructor of the class that you wish to register in and ask the instructor for permission to register for the class and for an add authorization.

- Provide your instructor with your student ID.

- Your instructor will go online and provide authorization for you.

- Once you have been given an add authorization (the instructor puts a code into the system, you do not actually receive a code), login to Self-Service, review your

    planned courses. If you don't have the class on your planned schedule, use the course

    search box to find the section and add it to your plan.

- Return to your planned schedule and look for the blue message, "Authorized for Add"

    under the section details.

- Click the Register button and you're good to go!

Ans 8/13/20

Late Add Registration
(Registration after Census)

Once a class has started, a student cannot register into the class without instructor permission.

Up until census, Registration after the class has started will requires an "add authorization" from the instructor.

Occasionally, there is a need to register a student into a class that has started buy that has already passed census. (This should be rare). This requires that the student petition to be allowed to register in the class after census. This petition form is available on the A&R website and is adjudicated by the Petition's Committee.

Below are the steps for a late-add registration:
1. The student must get approval from the instructor. (For Fall 20, this can be an email approval)
2. The student fills out the late add petition and includes the approval from the instructor.
3. The petition's committee rules on the petition request.
4. If approved, A&R will manually register the student into the course and inform the student that they are now registered in the course.

Ans 8/13/20