

## Late Registration Form

Students hoping to be late registered into a course must go through the Eforms Request process.

The following must be uploaded to your Eforms request as a part of the process. Eform requests that do not include these forms will be considered incomplete. This will delay the processing time.

### Student Form:

First Name:

Last Name:

Student ID:

Program of Study:

Term in which you wish to be late registered:  (include term and year)

	Course Name	Course Number	Section	Lab or Tutorial
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you been attending the course? Yes  No

I have written confirmation from the Professor that they are willing to have me late registered into this course:

Yes  No

To ensure that your Eform request is promptly processed, please ensure the following:

- 1) Your student account is up-to-date
- 2) The Professor approves this late registration
- 3) You have uploaded an explanation, to your Eform Request, that describes why you are making the request
- 4) This Eform request may be processed after the DNE (refund) deadline. Should this be the case, you will remain financially responsible for the course

Student Signature:

Date:

## Professor Form:

For this student to be late registered into your course, the following must be completed and uploaded to the student's Eform Request.

Student's Name:

Student ID:

Please complete the necessary information below (missing details will delay the processing of this request):

	Course Name	Course Number	Section	Lab or Tutorial
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To ensure that your Eform request is promptly processed, please ensure the following:

- 1) Your student account is up-to-date
- 2) The Professor approves this late registration
- 3) You have uploaded an explanation, to your Eform Request, that describes why you are making the request
- 4) This Eform request may be processed after the DNE (refund) deadline. Should this be the case, you will remain financially responsible for the course

Has the student been attending the course? Yes  No

Has the student submitted all required work up until this point? Yes  No

Do you accept that the student be late registered into your course? Yes  No

Professor's name:

Professor's Signature:

Date: