

REGISTRAR STAFF ONLY

Date Received: _____

Received By: _____

Late Add Petition

This form is to request course(s) be added after the designated add/drop period has ended. Approval is required from the course instructor and department chair of the program in which the course is offered. All fields are required, and incomplete forms will not be accepted by the Office of the University Registrar.

NOTE: Approval of this petition does not waive the late registration fee. To petition this fee, you may obtain a late registration waiver from the Student Business Services Office. (FPU-4.004 Policy Late Registration Fee Waivers).

LAST: _____ FIRST: _____ MI: _____

STUDENT ID: _____ EMAIL: _____@floridapoly.edu

Step 1: Statement explaining why course(s) were not added during add/drop period

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(To be completed by the student. Attach additional sheets as needed.)

Step 2: Course information & approval

I am requesting permission to enroll into the following course(s) for the following Term: _____ Year: _____

Instructors & Department Chairs: Please confirm your approval of this student being enrolled after the add/drop period by signing next to the applicable course(s) below. Please indicate any additional conditions (as applicable):

Course Prefix/#	Course Title	Credits	Instructor Approval	Department Chair Approval

Step 3: Student confirmation

My signature confirms my petition to be registered after the add/drop period. I understand that I am subject to the late registration fee, and if I wish to be considered for the late registration fee waiver, I must complete the required form as in accordance with the Late Registration Fee Waiver policy (as noted above) within two weeks of initial registration.

Student Signature: _____ Date: _____

UNIVERSITY REGISTRAR USE

Approved
 Denied
 Date Notified: _____
 Email Notification Sent

Comments: _____