PACIFIC LUTHERAN UNIVERSITY

LATE COURSE ADD

Print Name: _____ **PLU ID #:** _____

PLU Email: _____@plu.edu   **Term:** ☐ **Summer**   ☐ **Fall** ☐ **J-Term**   ☐ **Spring**

UNIVERSITY POLICY INFORMATION

All registration changes must be completed by the deadlines listed on the Registrar's Office _Dates & Deadlines_ page.

Consultation with your academic advisor is recommended before making any registration changes.
Registration changes may result in additional tuition charges/fees and can affect financial aid.

Deadlines:
This form is for LATE course additions. Late course additions are defined as course additions after the 5th business day of a full semester or the 2nd business day of a half semester, summer, or J-term.

Permissions and Fees:
Adding a class after the deadline is considered an exception to policy. Instructor signature is required and a **$110 late registration fee plus any additional tuition is charged.**

Holds:
Registration holds will prevent course additions. If a registration hold exists the form will be returned for resubmission once the registration hold has cleared.

Form Submission:
Submit the completed form to the Registrar's Office (Hauge Admin Bldg Rm 130 or registrar@plu.edu). Incomplete forms will not be accepted.

I have read and I understand the above University policies regarding registration.

STUDENT SIGNATURE	**TODAY'S DATE**

COURSE INFORMATION

CRN	SUBJECT / NUMBER / SECTION	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE* (Also indicates permission to override any registration barriers.)	DATE OF INSTRUCTOR SIGNATURE

Use the 'Registration Override' tool if approving a student to add a course prior to the 5th business day of a full semester or the 2nd business day of a half semester, summer, or J-term. This form will only be accepted for late course additions.