

LATE REGISTRATION REQUEST FORM

Illinois Institute of Technology expects all students to finalize their registration of classes in accordance with university deadlines. In extreme circumstances, a late registration request can be submitted for review to the student’s academic advisor, course instructor, and chair of the department offering the course. Please note that the deadline for late registration will be the Friday after the add/drop period. Please refer to the Academic Calendar for dates.

INSTRUCTIONS

- 1. Complete this Late Registration Request Form, including all pertinent information.
2. Acquire signatures from your academic advisor, the course instructor, and the chair of the department offering the course.
3. Bring the completed form to the Office of the Registrar located in the IIT Tower, Suite 2C8-1 or scan the form to registrar@iit.edu.

Please print legibly.

Name _____ CWID _____
Hawk Email _____ Term _____
Student Program _____

Requested Action (choose one of the following):

Add a course

Subject _____ Course # _____
Section # _____ CRN _____
Credit Hours _____

Credit hour increase or decrease

Subject _____ Course # _____
Section # _____ CRN _____
From _____ To _____

Please explain your reason for registering late.

[Empty box for explaining reason for registering late]

If petition is approved, you are authorizing the Office of the Registrar to administratively register you for the requested course section above. By registering for courses at IIT, you accept financial responsibility for payment in full of your student account plus (if necessary) any additional costs that may be incurred by the university in the collection of these debts, including late payment fees or late registration fees. Failure to pay a past due debt will result in a registration hold preventing future registration and prevent the release of official university documentation such as transcripts or diploma until all debt is paid in full. Failure to pay a past due debt may result in the debt being listed with the State Comptroller's Offset Program, being referred to a collection agency, and/or initiation of other authorized legal debt-collection procedures. Under such circumstances, you are responsible for all fees and costs incurred by IIT in the collection of the past due debt, including collection fees and/or attorney's fees.

Signature _____ Date _____

SECTION II. APPROVAL SECTION

For reasons of public safety and instructional quality, late registration must be limited to the number of seats available in the assigned classroom of the course.

I verify that the student meets the requirements to take the requested course and am in approval of the student's late registration for the course.

Academic Advisor Approval _____ Date _____

Instructor Approval _____ Date _____

*Department Chair Approval _____ Date _____

* The chair of the department for the requested course.