

### Late Registration Request

**Important Notice!** This form is only valid for use until the last day to enroll for the term, refer to the Enrollment Services website at [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment) for deadlines. A \$10 missed deadline fee may apply. Check with the department offering each class about possible additional deadlines or policies. It is your responsibility to ensure that your schedule accurately reflects the classes you are attending. You may confirm your class schedule on [MyCSULB](#).

#### General Instructions:

- ✓ Fill in all information on the attached form
- ✓ Make sure you have the **correct class number** and **section number** for each class adjustment request
- ✓ Place an "X" in the appropriate box(es) under "Action Requested"
- ✓ Obtain the approvals required for each action requested
- ✓ Clear all registration holds
- ✓ If you paid part-time fees and are increasing your number of units to more than six or if you are a nonresident student, pay your increased registration fees
- ✓ Present this form, **in person**, to Enrollment Services, Brotman Hall 101. (Monday – Friday, 9 am - 5 pm)

#### Adding a Class

- Submit the approved attached form in person to Enrollment Services, BH-101, by the last day to enroll for the term. A \$10 missed deadline fee must be presented with this approved form. Refer to the Enrollment Services website for deadlines.
- **Approvals required:** Instructor Signature and Department Stamp (in that order).
- You **must** be enrolled in every class you are attending by the published deadlines.

#### Changing from One Section to Another Section of the Same Class (Section Change)

You may use this option only if you are changing sections of the **same** class, (includes changes from/to 400/500 level).

- List the class section in which you are changing to on the attached form.

**Approvals required:** Instructor Signature and Department Stamp (in that order) only for the class you wish to add.

- Place an "X" in the "Add" box AND the "Section Change" box, since this is the section you are adding.
- List the class section in which you are changing from, on the attached form. Place an "X" only in "Section Change"

**Approvals required:** None

#### Auditing a Class

##### Enrolled

- **Fill in the "Class Information" on the attached form. Place an "X" in the "Audit" box.**
- **Approval required:** Instructor Signature

##### Not Enrolled

- Fill in the "Class Information". Place an "X" in the "Add" box under "Action Requested" and an "X" in "Audit" box
- **Approvals required:** Instructor Signature and Department Stamp

#### Changing Your Grading Option to Credit/No Credit

The decision to take a class on a Credit/No Credit basis is **final**

##### Enrolled

- Under "Action Requested" place an "X" in the "Credit/No Credit" box.
- **Approvals required:** Major Advisor's Signature and Department Stamp from the department offering the class

##### Not Enrolled

- Follow the add procedure above, listing the class on one line of the form
- **Approvals required:** Instructor Signature and Department Stamp (in that order).
- On a separate line of the form, list the class again for **Credit/No Credit**
- **Approvals required:** Major Advisor's Signature and Department Stamp from the department offering the class

**Refer to the Enrollment Services website at [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment) for deadlines and related policies.**

## Enrollment Services

### Late Registration Request Form

Refer to the attached instruction sheet and the Enrollment Services website at [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment) for instructions, deadlines and policies. Present your approved form in person to Enrollment Services, BH-101 by the published deadlines.

Part-time students and nonresident students adding a class may result in an increase of registration fees

Initialed by student: \_\_\_\_\_

<b>Semester:</b>	Fall 20 ____	Spring 20 ____	Summer 20 ____
Last Name:	First Name:		MI:
Campus ID:	Email:		
Telephone: (____) _____	Signature: _____		
Student Program:	Undergraduate	Credential	Masters Other _____

It is your responsibility to ensure that your class schedule accurately reflects the classes you are attending. Confirm your schedule on MyCSULB (<http://my.csulb.edu>).

<b>Class Information –</b> Complete all boxes for each class. (Be sure to specify the correct class number and section number)	<b>Action Requested –</b> Place an 'X' in the appropriate box(es). (Use a separate line for each action requested)	<b>Add &amp; Section Change:</b> Instructor Approval and Dept Stamp from the department offering the class <b>Credit/No Credit:</b> Major Advisor Approval and Dept. Stamp from the department offering the class <b>Audit:</b> Instructor Approval	
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\*Instructor signature authorizes an override of all requirements, including prerequisites, course enrollment limits, and time conflicts.

Class Number	Course Subject and Number	Section	Units	Add	Section Change	CR/NC	Audit	Instructor Approval* Major Advisor Approval	Department Stamp
<i>Example 1234</i>	<i>Example PSY 100</i>	<i>Example 1</i>	<i>Example 3</i>	X				<i>Example Instructor's Signature</i>	<i>Example Dept Stamp</i>

Enrollment Services Only:	Input by: _____ Total Units Enrolled: _____
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