

### 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](http://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
- If Adding classes use the Add Section. Indicate Add in the appropriate box(es) under “Action Requested”
- If doing a Section Change, use the Section Change section. Indicate the section you are adding and the section you are dropping in the appropriate box(es)
- Obtain the approvals required for each **Added** class
- 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 by the registration deadline (Monday – Friday, 9 am - 5 pm)

#### Adding a Class

- Submit the approved Late Registration Request in person to Enrollment Services, BH-101, by the registration deadline. 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.

#### Time Conflicts

- Submit the approved Late Registration Request form in person to Enrollment Services, BH-101, by the registration deadline.
- It is the student’s responsibility to inform instructors of any time conflicts and obtain instructors approval. The signature approval of the instructor acknowledges acceptance of the time conflict.
- Obtain department approval.

#### 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 Late Registration Request. **Approvals required:** Instructor Signature and Department Stamp (in that order) **only** for the class you wish to add.
- Indicate which class is being added and which section is being dropped.

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

# California State University, Long Beach

## Enrollment Services

### Late Registration Request

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

<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 _____
Part-time students and nonresident students adding a class may result in an increase of registration fees.			
Initialed by Student: _____			

#### Class Information

Complete all boxes for each class.  
(Be sure to specify the correct class number and section number)

#### Adds

Instructor Approval and Department Stamp

#### Action Requested

Indicate Add or Drop in the appropriate box(es). (Use a separate line for each action requested)

Add	Class Number	Course Subject	Course Number	Section	Units	Instructor Approval*	Department Stamp
<i>Add</i>	<i>Example 11022</i>	<i>Example PSY</i>	<i>Example 100</i>	<i>Example 1</i>	<i>Example 3</i>	<i>Example Instructor's Signature James Doe</i>	<i>Example Dept Stamp PSYCHOLOGY DEPT</i>
Add							
Add							
Add							
Add							
Add							

#### Section Change

Instructor and Dept Stamp for the added section. No signatures required from the dropped section. Be sure to indicate which section is being added and which section is being dropped.

Add	Class Number	Course Subject	Course Number	Section	Units	Instructor Approval*	Department Stamp
Add							
Drop							
Add							
Drop							

\*Instructor signature authorizes an override of all requirements, including prerequisites, course enrollment limits, and time conflicts.

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