

Late Registration Changes

Week Two of Fall and Spring 16-Week Terms



OFFICE of
THE REGISTRAR

Email: Registrar@MissouriState.edu
Phone (417) 836-5520 | Fax (417) 836-6334
901 S National Ave, Carrington Hall 320
Springfield, MO 65897

Fall _____ Spring _____ Year _____

Student Name _____
Last First MI M-Number

IMPORTANT NOTE FOR STUDENTS: Terms shorter than sixteen weeks do not have the option to register late. Students may drop courses using My Missouri State until the last day to drop (see Academic Calendar). Before you drop a course, review your personalized refund schedule in My Missouri State.

NOTE FOR APPROVERS: Signing this form for late registration acknowledges review of the student's academic record and class schedule for possible registration errors and allows the Office of the Registrar to administratively grant closed level, permission, and/or prerequisite overrides needed to register the student in the course(s) listed.

	CRN	Course Subject	Course Number	Section Number	Credit Hours	Dept. Or School Approval Signature Required for Add Only
ADD						
ADD						
ADD						
ADD						
DROP						Permission is not required to drop, but students should discuss impact with Academic Advisor and Financial Aid.
DROP						
DROP						
DROP						

By signing below, you accept the terms of the Enrollment Agreement. This form must be received by the Office of the Registrar by the late registration deadline.

Student Signature _____ Date _____

OOR Staff _____ Date _____