

Request for Approval to Register after Late Registration

Office of the Registrar, University of Memphis, 003 Wilder Tower / Ph: 678-2810 / Fax: 678-1425

Name (L, F, MI): _____ U-Number: U _____

Email Address: _____ Daytime Phone: _____

Reason for Your Request to Register Late

I understand that I will be assessed \$200 in late fees that and all my fees must be satisfied by the deadline at the bottom of the form or I will not be registered in the following courses. I further understand that the *Installment Payment Plan* is not available for Registrations approved for processing after the date specified as "Last Day to Add." The University reserves the right to correct errors in my fee assessment and charges that are discovered subsequent to the processing of the Late Registration request.

Student's Signature (Required): _____ Date: _____

Are you expecting Financial Aid for this term? Yes No Requested Schedule/Total hours: _____

CRN #	Subject	Course #	Sec #	Hrs Cr	CRN #	Subject	Course #	Sec #	Hrs Cr
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

To be completed by college representative:

Term: _____ Year: _____ Part of Term: 1st 2nd Full 1st Tch 2nd Tch Regents

Verify on Banner – Major/Classification: _____

GPA: _____ Academic Standing: Good Standing Probation

Signature - Authorized College Representative Date Approved Denied

FOR REGISTRAR USE

Request and authorization verified: Initials: _____ / Date: _____

FOR BURSAR, FINANCIAL AID, & CASHIER USE

Amt Due: \$ _____ -	Aid Amt: \$ _____ =	Amt Due from Student: \$ _____
Residency: _____	Fin Aid Req'd Hrs: _____	
Bursar Init/Dt: _____ / _____	Fin Aid Init/Dt: _____ / _____	Burs Init/Dt: _____ / _____
Cashier: Initials: _____ / Receipt#: _____ / Amt Paid: _____ / Date: _____		

DEADLINE: _____