

REQUEST TO REGISTER LATE- SUMMER 2016

STUDENT REQUEST TO REGISTER AFTER REGISTRATION HAS CONCLUDED. THIS FORM IS INTENDED FOR USE UNTIL FRIDAY, AUGUST 05, 2016.

Buffalo State, Registrar's Office, Moot Hall 210

With online registration, requests to register after a summer session has started should be unnecessary; refer to deadlines at bottom of form. In addition, they are disruptive to the academic process and are discouraged. This form is to be used for exceptions when you have been prevented from completing your course selection during the official registration process. Please note that your request cannot be processed if you have any type of hold on your record. You must resolve all holds prior to submitting this form to the Registrar's Office. Holds must be resolved directly with the office or department that placed the hold (for example: a parking hold-you must contact the Parking Services Office).

STUDENT INFORMATION- COMPLETE AND SUBMIT TO INSTRUCTOR

PRINT NAME: Last First M.I

BANNER ID required B

Student Level (check one) Undergraduate w/major Undergraduate non-degree Graduate w/major Graduate non-degree

Local address: street city state zip code

Major Telephone: day eve

I request an add for the following course, for SUMMER 2016:

Circle which summer session the course is being offered in: A B C 1 2 SM ES

CRN NO. CATALOG NO. COURSE TITLE

State clearly why you did not complete this course registration during registration.

STUDENT: Complete all information above before presenting form to instructor. YOUR REQUEST WILL NOT BE PROCESSED IF INFORMATION IS MISSING. If your request is approved, a record of this late registration will be placed in your permanent file. Repeated late registration requests will result in referral to your dean. I have read and understand this form.

STUDENT SIGNATURE DATE

INSTRUCTOR-YOU ARE UNDER NO OBLIGATION TO APPROVE A LATE REGISTRATION. Your signature indicates you are willing to accommodate this student in your class at this time and your class size will remain within the seating capacity of your classroom, as posted on the wall. Do not sign if information is incomplete.

Approved INSTRUCTOR SIGNATURE PRINT INSTRUCTOR NAME DATE

IF APPROVED, STUDENT SUBMITS SIGNED FORM TO REGISTRAR'S OFFICE, MOOT 210

Within one weekday after it is signed, but no later than FRIDAY, AUGUST 05, 2016 4:30PM

BANNER online registration deadlines by 11:59pm:

- Session ES May 17, 2016
Session SM May 17, 2016
Session A June 01, 2016
Session I, II June 05, 2016
Session B June 28, 2016
Session C July 26, 2016

REGISTRAR'S OFFICE USE ONLY
REQUEST APPROVED
ENTERED BY/DATE
Rev. 05/05/16