

# Late Registration Add/Drop Form

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Office of the Registrar  
 ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-0175  
 PHONE 229.333.5727 • FAX 229.333.5475 • WEB www.valdosta.edu/academics/registrar

[Redacted]		

Semester: \_\_\_\_\_ g \_\_\_\_\_ :

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## Courses to be ADDED to Schedule

Instructors should be able to verify that a student has been attending the course or that the instructor is willing to assist the student in making up any missed work (or the student has agreed to accept any penalties for missed work) prior to enrollment in the class. **Attendance in a class is not sufficient reason to be added to a class. Late course adds will be approved only in documented cases of extenuating circumstances beyond the student's control.**

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CRN	COURSE NO. AND SECTION (EX. ENGL 1101A)	CREDIT HOURS	ONLINE COURSE? (Y OR N)	STUDENT ATTENDING CLASS? (Y OR N)	INSTRUCTOR APPROVAL	DEPARTMENT HEAD APPROVAL (Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)

## Courses to be DROPPED from Schedule

If students have attended beyond the end of the online add/drop period, students should **withdraw**, not **drop**. Late course drops **should not be approved** unless students are able to document that they did not attend class beyond the designated period and the reasons why they were not able to complete the online drop process during the online add/drop period.

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						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)
						(Y OR N)

Total Registered Credit Hours\* \_\_\_\_\_

\*Undergraduate/Graduate students must have the approval of their Department Head and Dean if registering for more than 19 hours.

## Student Financial Services/Bursary

ADDRESS 1205 . tt . t . t , 31698 ( . tt & ) • PHONE 229.333.5725 • FAX 229.259.2051

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