

Late Registration Request

Registrar@usca.edu - (803) 641-3550 – Penland 109



This form will only be utilized for course registration in the current term (no later than the last day of classes), and will not replace or change any course with a final grade already posted to the student's record, including grades of 'W' or 'WF.' Requests for capacity overrides are granted directly by academic departments. The Office of the Registrar may ask you for supplemental documentation or authorization in order to process the request.

Student:

Full Name: _____
 USC or VIP ID: _____
 Semester & Year: _____
 USC Aiken Email: _____
 Phone Number: _____

Reason for Request:

___ Course(s) dropped due to non-payment
 ___ Missed deadline to add course(s)
 ___ Changing section of same course(s)

Explain: _____

Means of Payment:

___ Have financial aid to cover the full balance
 ___ Want to set up a payment plan
 ___ Want to pay full balance now

You are responsible for verifying the status of your financial aid package with the Office of Financial Aid, (803) 641-3476, and/or your payment plan with the Office of Business Services, (803) 641-3543.

Course(s) to Add:

CRN <i>ex: (12345)</i>	Subject <i>(ENGL)</i>	Number <i>(A101)</i>	Section <i>(001)</i>	Credits <i>(3)</i>	Instructor Signature <i>(if courses were dropped due to non-payment, this signature is not required within first five business days following the drop date)</i>

Total credit hours to add: _____

Student signature*: _____ Date: _____

**By signing and submitting this form, you understand that you are liable for all tuition and fee costs associated with the requested action.*

Authorization of College/School *(if courses were dropped due to non-payment, this signature is not required within first five business days following the drop date)*

Dean or designee signature: _____ Date: _____

Office of the Registrar ___ Approved ___ Denied ___ Pending

Notes: _____

Registrar designee signature: _____ Date: _____