Drop/Add/Late Registration Form

Name: _______________________________  M# ___________________  Term: ___________________

☐ I am adding or dropping classes to/from an existing schedule (currently registered for at least 1 class).

☐ I am late registering (no existing schedule). See instructions below.

☐ I am withdrawing from all classes for the semester (must sign Statement of Understanding at MT One Stop).

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### Instructions for Late Registration

To be approved for late registration, you must complete the following steps:

1. Receive the instructor’s approval and departmental approval for all courses in which you want to late register, which includes receiving any permits for issues such as closed classes and prerequisites from each department.

2. Take this form to the MT One Stop so they may calculate your estimated tuition and fees for the classes listed.

3. If you are receiving financial aid, the MT One Stop can apply your awards or give you a deferment based on the information we have already received and processed regarding federal financial aid.
   a. If you owe a balance on top of estimated financial aid, you will prepay at the Business Office and bring a stamped Late Registration Approval form back to the MT One Stop along with this signed form for processing.
   b. If you do not have to prepay, you must confirm your registration through RaiderNet once you have registered.

4. If you are not receiving financial aid, you will be given a Late Registration Approval form to take to the Business Office to prepay for classes. After payment, the Business Office will stamp your Late Registration Approval form for the hours listed. Bring this form and the Late Registration Approval form back to the MT One Stop to get registered for your classes.

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Forms dated more than 2 business days old will need to be re-approved by each department. After the term census date, new signatures are required before this form will be processed.

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For specific details, go to [http://www.mtsu.edu/registration/registration-guide.php](http://www.mtsu.edu/registration/registration-guide.php)