Registration Process Once Forms are Required

Adding Courses

Once forms are required to add a class for a part of term, students must have an approved drop/add form and must prepay or have financial aid to cover the cost of the classes they add. Due to social distancing requirements, we are creating a process for the student to complete the late registration process through email. Students can still bring forms to the MT One Stop, but we would prefer that forms are emailed to register@mtsu.edu.

The student must initiate the late add/registration process from their MTSU email account. They should follow these steps:

1) Student obtains a drop/add form on the MT One Stop website and completes the form with ALL classes they wish to late register for in the semester. Any classes that need to be subsequently dropped while adding these courses should also be listed on the form. A fillable drop/add form can be found here: https://mtsu.edu/registration/docs/dropaddfillable.pdf

2) Student emails the drop/add form to the instructor of the course from their MTSU email for approval. (If the department does not require instructor approval, this step can be skipped and the form sent to the department chair directly). The same form should be sent to all instructors for them to just approve courses that apply to them.

3) If the instructor approves, the instructor should sign the form (if able to scan it in) or send their email approval with the form to the Department Chair or Executive Aide for their approval. The department offering the course must approve the form before Scheduling can add the course. All permits should be entered when the department approves.

4) The department approver should send the approved form to Scheduling at the address register@mtsu.edu. The form should only be sent to Scheduling by the department approver when complete.

5) Scheduling will receive the form and verify signatures/approvals. Scheduling will then complete a fee calculation sheet for the student to determine what the student will need to pay to add the course. For the summer term, if a drop/add form is required for the part of term, the student must prepay or have financial aid to cover the balance. Please note, if a student is late registering, they will need to pay for the course they are attempting to add and any other courses on their schedule.

6) If the student has a balance, Scheduling will send the student a payment link to pay the balance. There will be specific instructions on how to complete the payment in the email to the student. The student is also directed to forward the receipt from their payment to register@mtsu.edu. Payments usually take a few hours to show for the Business Office, but if the student emails their receipt we can add them as soon as we have that receipt.
7) Once payment confirmation is received or financial aid is confirmed, Scheduling will add the student to the course(s). If any registration errors occur, Scheduling will contact the department to obtain a permit if possible.

8) After the student is registered, Scheduling will respond to the student, instructor and department to confirm the student has been enrolled.

Please note that the student cannot be enrolled until payment is made for the course or we can confirm financial aid will cover the balance.

Forms can be signed by the instructor/department or an email can be sent from the department with approval if the form cannot be signed physically and scanned back in.

**Dropping Courses**

Once forms are required to drop a class for a part of term, students must have an approved drop/add form. Due to social distancing requirements, we are creating a process for the student to complete the late registration process through email. Students can still bring forms to the MT One Stop, but we would prefer that forms are emailed to register@mtsu.edu.

For approvals, student can follow the same instructions for adding a course to contact the department.

Students should contact the MT One Stop by email or visiting the Virtual Counter to identify if dropping a course could impact their Financial Aid.

**Repeat Forms**

If a student needs an Undergraduate Repeat Form signed and added after the deadline to add passes, approval must be given for the repeat and the late add. Please include the repeat form and the drop/add form in the same email. If a form cannot be signed and scanned, an email with the approval required on the repeat form and drop/add form can be sent. For documentation purposes, the signed form is preferred.

Questions about the process should go to register@mtsu.edu to centralize the location for all queries related to late registration.