Late Course Registration Request

A late course registration will only be approved when there were extenuating circumstances beyond the student's control that kept the student from adhering to the published deadline.
The student must have been attending on or before the drop deadline to request late registration.
Submissions can be sent to Records@aims.edu.

Aims ID: A00 ____ ____ ____ ____ ____ ____

Name: _____

Student Email: _____@aims.edu

   Fall   Spring   Summer   **Year**_____

 Subject_____   **Course Number**_____   **Section** _____

Instructor Name_____

First Date of Attendance (*to be completed by instructor*) _____/_____/_____

Reason for Late Add (*attach separate page if needed*)

_____

_____

_____

_____

Student Signature_____ **Date**_____

Instructor Signature_____ **Date**_____

Department Chair Signature_____ **Date**_____

February 2022