



# 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. Completed requests should be sent to Registration & Records [records@aims.edu](mailto:records@aims.edu).

**Student must have attended on or before the drop deadline of the course to request late registration**

## STUDENT INFORMATION

Aims ID: A00 \_\_\_\_\_ Name: \_\_\_\_\_

Student Email: \_\_\_\_\_@aims.edu Phone: \_\_\_\_\_

Term:  Fall  Spring  Summer Year: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Student: After completing and signing the top portion, please take this form to your instructor for the next steps.*

## INSTRUCTOR APPROVAL

Instructor Name: \_\_\_\_\_

Students First Date of Attendance (**MUST be on or before the drop date**): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*NOTE: If the student did not attend prior to the drop deadline, requests will be denied*

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

*After completing and signing the above section, this form needs to go to the department chair for final approval.*

## DEPARTMENT APPROVAL

Department Chair Name: \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

*Once this form is complete and all signatures are received, please email to [records@aims.edu](mailto:records@aims.edu).*

## REGISTRATION & RECORDS USE ONLY

Approved  Denied R&R Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_