LATE REGISTRATION REQUEST FORM

Illinois Institute of Technology expects all students to finalize their registration of classes in accordance with university deadlines. In extreme circumstances, a late registration request can be submitted for review to the student’s academic advisor, course instructor, and chair of the department offering the course.

INSTRUCTIONS

1. Complete Late Registration Request form, including all pertinent information.
2. Acquire signatures from your academic advisor, the course instructor, and the chair of the department offering the course.
3. If you meet the conditions for the fee waiver, please attach the completed waiver request form. Please note the deadline.
4. Bring completed form to the Registrar Office located in Technology Park South Building, Room 2022 or scan form to registrar@iit.edu.

A late registration fee of $200 will be applied to the student’s account if request is approved.

WAIVER OF LATE REGISTRATION FEE

The late registration fee may be waived for extenuating circumstances.

To petition the late registration fee, complete the Late Registration Waiver Form, describing the details of your circumstance and attaching supporting documentation.

Please note that a waiver will not be granted for the following circumstances:

1. I was unable to register due to a valid registration hold on my account.
2. I was unable to register because there were no seats available in the course section that I wanted.

Deadline to submit waiver is the **4th Monday of the semester. Please note that any requests after the deadline will be denied.** All late registration petitions submitted after the 4th Monday will automatically be assessed the late registration fee regardless of circumstance.
ILLINOIS INSTITUTE OF TECHNOLOGY
LATE REGISTRATION REQUEST FORM

SECTION I. LATE REGISTRATION REQUEST
Please print legibly.

Name ____________________________ CWID ________________
Hawk Email ________________________ Term ________________
Student Program: _______________________________________________________

Requested Action (choose one of the following):

Add a course
Subject __________________________ Course # ________________
Section #________________________ CRN ________________
Credit Hours: ______________________

Swap course sections
DROP
Subject __________________________ Course # ________________
Section #________________________ CRN ________________
Credit Hours: ______________________

ADD
Subject __________________________ Course # ________________
Section #________________________ CRN ________________
Credit Hours: ______________________

Credit hour increase or decrease
Subject __________________________ Course # ________________
Section #________________________ CRN ________________
From ____________________________
To ______________________________
Please explain your reason for registering late.

If petition is approved, you are authorizing the Office of the Registrar to administratively register you for the requested course section above. By registering for courses at IIT, you accept financial responsibility for payment in full of your student account plus (if necessary) any additional costs that may be incurred by the university in the collection of these debts, including late payment fees or late registration fees. Failure to pay a past due debt will result in a registration hold preventing future registration and prevent the release of official university documentation such as transcripts or diploma until all debt is paid in full. Failure to pay a past due debt may result in the debt being listed with the State Comptroller’s Offset Program, being referred to a collection agency, and/or initiation of other authorized legal debt-collection procedures. Under such circumstances, you are responsible for all fees and costs incurred by IIT in the collection of the past due debt, including collection fees and/or attorney’s fees.

Signature __________________________________________ Date __________________________

SECTION II. APPROVAL SECTION

For reasons of public safety and instructional quality, late registration must be limited to the number of seats available in the assigned classroom of the course.

I verify that the student meets the requirements to take the requested course and am in approval of the student’s late registration for the course.

Academic Advisor Approval ___________________________ Date ____________
Instructor Approval ___________________________ Date ____________

*Department Chair Approval ___________________________ Date ____________

* The chair of the department for the requested course