Part 1 Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email Address

Phone Number

Part 2 Policies and Requirements Checklist

Deadlines: Each session within the semester has published deadlines for when students may add courses to their schedule. These dates are found at [http://www.usu.edu/registrar/html/registration/dates](http://www.usu.edu/registrar/html/registration/dates). This petition is used after the published “last day to add classes” deadline for each session but before the last day of the semester. Completion of this form does not guarantee course registration. Courses added late are not eligible for refund.

Late Fee: Registration occurring after the normal registration deadlines is subject to a late add fee of $100 per course added. The exemptions from this late fee are: research integrity, dissertation, thesis, directed study/readings, continuing graduate advisement, independent study courses added for graduate work, internships, co-op work experience, PE 1900 (club sports), addition of credits to a variable credit course, direct section swap, audition-required courses, flight program courses, and military science courses. Please be aware that this fee generally will not be covered by a student’s financial aid.

Requirements: The following requirements must be completed before registration can be considered. Some requirements vary between undergraduate and graduate students. Signatures may be no older than 3 business days. In lieu of signatures, email authorization is acceptable. All students must:

- Write a personal appeal explaining why he or she was not registered before the deadline.
- Complete Part 1 (Student Information).
- Complete Part 3 (Course Information) and obtain permission from the instructor(s) of the course(s).
- Complete Part 4 (Authorizations) using the specific requirements for undergraduate and graduate students below.
- Sign and Date this form (Part 5).
- Return this form (and any attachments) to any USU location.
- Pay the $100 per course late fee (where applicable).

Specific Undergraduate Requirements
Complete Part 4 by obtaining permission from:
- The student’s academic advisor
- The associate dean of the college in which the course resides.

Specific Graduate Requirement
Complete Part 4 by obtaining permission from:
- The student’s program chair

Part 3 Course Information

<table>
<thead>
<tr>
<th>Semester &amp; Year</th>
<th>CRN (5 digits)</th>
<th>Subject</th>
<th>Course # (4 digits)</th>
<th>Section (3 digits)</th>
<th>Credits</th>
<th>Currently Attending</th>
<th>Instructor Name</th>
<th>Instructor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 4 Authorizations

Undergraduate Authorizations

[ACADEMIC ADVISOR (STUDENT)]

PRINT NAME: __________________________

SIGNATURE: __________________________

DATE: __________________________

ASSOCIATE DEAN (COURSE)

PRINT NAME: __________________________

SIGNATURE: __________________________

DATE: __________________________

Graduate Authorizations

PROGRAM CHAIR

PRINT NAME: __________________________

SIGNATURE: __________________________

DATE: __________________________

Part 5 Student Agreement and Signature

By signing below, I certify that, to the best of my knowledge, all information provided on this form and within any attached document is correct and no unauthorized changes have been made. I certify that all signatures are authentic and free of forgery. I understand that forging a signature or knowingly providing false information can lead to disciplinary action.

I also certify that I have read this form and understand and agree to the requirements as provided. I understand that submitting this form does not guarantee that I will be registered for the course(s) requested. I agree to pay any late fees and tuition charged to my student account for this registration (please see the late fee exemption list in Part 2).

⇒ Student Signature: __________________________ Date: __________________________

Part 6 For Office Use Only

Registrar’s Office Authorized Signature

DATE: __________________________

PROCESSED BY

DATE: __________________________

LATE FEE DETAIL CODE(S)

LATE FEE TOTAL AMOUNT

COMMENTS