



LATE REGISTRATION FORM

Prior to submitting this form:

- Please obtain instructor approval with the following information included: 1) has the student been attending class; 2) if so, how long; 3) is it feasible to make up the work missed?
- If you have a hold on your account, you must first clear the hold(s) – **THIS FORM WILL NOT BE PROCESSED IF YOU HAVE A HOLD(S) ON YOUR ACCOUNT!**

Upon completion of this form and obtaining the instructor approval email, forward the instructor approval email with the late add form attached to HARC.tcu.edu for processing. You will be copied on the email of approval/denial once the form is processed.

Permission is granted for:

Student's name:

TCU ID#:

Course Dept:

Class Number:

Course Number:

Course Section/Time:

Semester/YR of course:

Course Instructor:

Reason for late add:

By submitting this form, you are confirming the information is accurate and transparent.

HARC advisor – reviewed/signed by:

Date:

There are no time conflicts.

There is an overlap and both course instructors approve.

This request is denied due to time conflict/other reason:

Student has a hold on their account.

Student has no hold(s) on their account.

Approved/date:

Associate Dean (HS or Nursing)