

# Request to Register Late (Student)

## Step 1

- Student initiates request to register late with the Office of the University Registrar (OUR).
- **Must follow provided email template to ensure efficiency of request. Failure to do so will result in delays.**
- OUR will send the student a Financial Obligation Policy (FOP) that must be signed and returned to **registration@louisiana.edu**. Failure to complete the FOP will result in no registration for the term.

## Step 2

- OUR will validate the request and seek out permissions from the following approvers:
  - Student's Academic Dean's Office for allowance to register late
  - Department Head of the Course(s)
  - Student's Academic Dean for final review/approval

## Step 3

- Once all approvals have been received, the student will be enrolled in approved courses by OUR.
- OUR will email the student at their University-issued email account to confirm enrollment for the term.
- **Note: A late registration fee will be assessed. This is a non-refundable fee.**

# Request to Register Late (Student)

All request must be sent to [registration@louisiana.edu](mailto:registration@louisiana.edu)

From: -----@louisiana.edu (MUST be sent from your University-issued email address)

To: [registration@louisiana.edu](mailto:registration@louisiana.edu)

Subject: Request to Register Late - C00000000

I would like to request permissions to register late.

## Student Information

ULID: C00-----

Name: First Name | Middle Initial | Last Name

Academic College:

Major:

I am requesting to register late because *(please include dialogue here that explains your reasoning for registering late for the term)*

## Requested Information

Term:

CRN	Subject	Course Number	Section Number	Credit Hours
<i>Example: 22222</i>	<i>Acct</i>	<i>222</i>	<i>022</i>	<i>3</i>