

DEPAUL SCHOOL OF MUSIC STUDENT USE ONLY

Late Registration Request Form

For School of Music students only: To request changes to your registration after the registration add/drop deadline in a School of Music course, please fill out the form below and return it to the College Office email address (musiccollegeoffice@depaul.edu) in the School of Music College Office. The form will then be forwarded onto Dean Kelly-McHale and the Exceptions Committee who will approve or deny the registration request. Please allow up to one week for a response.

Quarter:

Name

Student ID

Email

Local Phone

Academic Program/Area

Expected Graduation Date

Quarter/year

Have you filed a late registration request before?

No

Yes (if yes, when)

Quarter/year

**Students are only allowed one late registration request during their program at DePaul.*

I am requesting to:

Add a course

Course Name

5 digit course number

Drop a course

Course Name

5 digit course number

Swap courses

Course to Drop

5 digit course number

Course to Add

5 digit course number

Explanation

Please provide a short explanation as to why you were unable to change your schedule before the add/drop deadline for the quarter and why you would like your late registration request approved.

Signature

Date

Office Use Only

Request has been approved

Request has been denied

Signature

Date