

# 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 Rebecca Bressanelli (r.bressanelli@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

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**Office Use Only**

Request has been approved

Request has been denied

Signature

Date