

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 Sarah Kaufman (sarah.kaufman@depaul.edu) in the School of Music College Office. The form will then be forwarded onto Dean Brucher 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