



Late Course Registration Request

A late course registration will only be approved when there were extenuating circumstances beyond the student's control that kept the student from adhering to the published deadline. Completed requests should be sent to Registration & Records records@aims.edu.

Student must have attended on or before the drop deadline of the course to request late registration

STUDENT INFORMATION

Aims ID: A00 _____ Name: _____

Student Email: _____@aims.edu Phone: _____

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____ Subject: _____ Course #: _____ Section: _____

Reason for Late Add (*attach separate page if needed*)

Student Signature _____ Date _____

Student: After completing and signing the top portion, please take this form to your instructor for the next steps.

INSTRUCTOR APPROVAL

Instructor Name: _____

Students First Date of Attendance (**MUST be on or before the drop date**): ____/____/____

NOTE: If the student did not attend prior to the drop deadline, requests will be denied

Instructor Signature _____ Date _____

After completing and signing the above section, this form needs to go to the department chair for final approval.

DEPARTMENT APPROVAL

Department Chair Name: _____

Department Chair Signature _____ Date _____

Once this form is complete and all signatures are received, please email to records@aims.edu.

REGISTRATION & RECORDS USE ONLY

☐ Approved ☐ Denied R&R Staff Signature: _____ Date _____