



Late Registration Permit

Quarter (check one):

Fall Spring

Winter Summer

Students should **always attempt to register prior to the first day of class if space is available.**

- **Before the first day of class:** If the class is full, you may add yourself to the waitlist. You will be notified through your LTCC email account if a space opens. Check your email frequently since you will only have one day to enroll after notification.
- **After class begins:** You may request special permission from the instructor to add the class. *Instructors may deny your request if space is unavailable, you missed class meetings or other instructional reasons apply.* The instructor will give first priority to students who have placed themselves on the waitlist.

➔ You are **not** registered until you submit the signed form to Enrollment Services and pay applicable fees. You may submit the form in person, or send a scanned copy to enrollmentservices@ltcc.edu.

Student Name: _____ Student ID: _____
(please print)

Signature: _____ Date: _____

Course ID	Section	Course Title	Units

Instructor Approval - please verify attendance: _____ Student has not yet attended (participated)

Signature: _____ Student attended from _____ to _____

Print Instructor Name _____ Date: _____

➔ **THIS APPROVAL EXPIRES 5 BUSINESS DAYS AFTER INSTRUCTOR SIGNS AND DATES**

Dean of Instruction (approval needed after the 2nd week of class): **Approved** **Denied**

Signature: _____ Date: _____

Office Use Only	Processed by: _____	Date: _____	Payment: _____	Cash	Ck	M/V/D/AMEX	BOGW
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