



Online Course Late Registration Permit

Quarter (check one):

Fall Spring

Winter Summer

Students should **always** register prior to the first day of class. If space is available, you may register online through Friday of the first week of class (fall/winter/spring quarters) or Wednesday of the first week of class (summer session). If you are unable to register, you may request special permission from the instructor to add the class during the first two weeks of instruction. *Instructors may deny your request if space is unavailable, you have missed class meetings or other instructional reasons apply.* There will be at least a 24-hour delay from the time of registration until you are able to login to the course. **WebReg is not available for late registration.**

⇒ You are **not** registered until you submit the signed form to Admissions & Records and pay all fees.

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

Signature: _____ Date: _____

Course ID	Section	Course Title	Units

If instructor approval was received via e-mail, check this box and include a copy of the e-mail with your registration form.

Instructor Approval: _____

Upon approval, to officially enroll in the course, submit this form in person or email it to the Enrollment Services office at enrollmentservices@ltcc.edu

Extended Registration Petition

(Required after Friday of Week 2)

⇒ LATE REGISTRATION IS **NOT** PERMITTED AFTER FRIDAY OF THE 2ND WEEK OF CLASS.

If there were unusual extenuating circumstances beyond your control that caused you to be unable to register, you may petition the Dean of Instruction for extended registration. Registration is the responsibility of the student and extensions are rarely granted.

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

Signature: _____ Student attended from _____ to _____

Dean of Instruction: Approved Denied

Signature: _____ Date: _____

Office Use Only	Processed by:		Payment:		<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Billing	<input type="checkbox"/> Ck
			\$		<input type="checkbox"/> M/V/D	<input type="checkbox"/> BOGW	<input type="checkbox"/> Kokanee	