



Registration Exception

STUDENT NAME: _____ TRI-C ID NUMBER: _____

Present this completed form with all appropriate signatures to the Enrollment Center for processing.

The form must be submitted no later than 2 business days from the date of approval. Please note, you need Instructor and Associate Dean/Dean approval. You will not be officially registered in the course until this form is submitted, processed, and you have paid for your course(s).

Section A - Please select one	Section B - Please select one
<input type="checkbox"/> Late Registration <input type="checkbox"/> DNP Reinstatement	<input type="checkbox"/> Intra-Departmental Transfer (Like-for-Like Course)

Section A: Late Registration, DNP Reinstatement and NA Grade Reinstatement

1. _____
 CRN Subject Code Course No. Course Title

 Instructor - Print name Instructor - Signature Date

Instructor's email approval attached

2. _____
 CRN Subject Code Course No. Course Title

 Instructor - Print name Instructor - Signature Date

Instructor's email approval attached

3. _____
 CRN Subject Code Course No. Course Title

 Instructor - Print name Instructor - Signature Date

Instructor's email approval attached

Instructors Please Note:

- Students who have **not materially participated during the first week of class should not be permitted to re-enroll.** (Late registrations would be enrolling for the first time; DNP and NA would be re-enrolling.)
- Faculty, by signing this form, you are confirming the student's previous attendance/participation in class and a willingness to increase course capacity, if needed.
- Students who are approved for late registration or reinstatement must be reported in Attendance Tracker once the students have been added to the roster. Failure to record attendance for these students will cause the student's financial aid to be delayed.

Instructor list dates attended: _____

