UNF UNIVERSITY of NORTH FLORIDA

Request for Late Registration/Course Transfer

Student ID: N_____ Student Name:_____ Term/Year_____

You must bring this completed form in-person to One-Stop Student Services with a valid picture ID.
Forms will NOT be processed unless the student is present.

☐ **Late Add:** This request must be made by the date posted on the Academic Calendar.

Course Subject & Number:_____CRN_____Credit Hours:_____Grade Mode: ☐ Standard ☐ Audit ☐ P/F

☐ **Course Transfer:** This request must be made by the date posted on the Academic Calendar.

IMPORTANT: Course transfers should only be utilized to transfer to a course within the same term or part of term and for the same number of credit hours as the original course.

Original Course Title:_____

Course Subject and Number:_____ CRN_____ Credit Hours:_____

New Course Title:_____

Course Subject and Number:_____ CRN_____ Credit Hours:_____

Required Signatures: (All signatures are REQUIRED. Forms missing any signatures will NOT be processed.)

Reminder: Enrollment capacity cannot exceed the assigned classroom's fire code capacity.

1. Advisor's Approval
By signing this petition, the advisor confirms that the student meets all requirements for the course, including prerequisites.

Enrollment Capacity is:_____ Current Enrollment is:_____

_____ _____ _____
Advisor's Name (please print) Advisor's Signature Date

2. Instructor's Approval: (Instructor of the New Course for Course Transfer requests)

_____ _____ _____
Instructor's Name (please print) Instructor's Signature* Date
*by signing you are agreeing to confirm whether this student participates in an Academic Activity for this course

3. Chairperson's Approval: (Chair of the department offering the requested course)

☐ Classroom fire code capacity has not been exceeded. **OR** ☐ Course is Distance Learning (online)- no classroom

_____ _____ _____
Chairperson's Name (please print) Chairperson's Signature Date

Student must read and initial each statement:

_____ I understand that if I am late adding a course, I will be assessed a $100.00 late registration fee.

_____ I understand that if I am late adding a course, Student Financial Services will assess an additional $100.00 late payment fee.

_____ I have cleared all registration holds off of my account. (Forms cannot be processed if the student has registration holds)

Student's Signature:_____ **Date:**_____

Received by:_____ Processed by: _____

Date:_____ Revised 01/14/20 Date:_____