

## Student Information

Last Name		First Name	
Student Number	NSID (Communication will be through your university email)	College	

## Request (Check all that apply)

- Adding a class after the deadline for registration changes (\$35 late addition fee charged per class)
- Changing sections after the deadline for registration changes (\$35 late addition fee charged per class)

## Class Information

Course Reference Number (CRN)	Subject	Number	Section	Year and Term	Lab/Tutorial CRN (if applicable)

**Step 1:** Have the instructor of the class sign and date below.

**Note: Instructors will be responsible for invigilating any final exam conflicts that may result from late additions.**

Instructor's Name	Instructor's Signature	Date
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\*Final grades must be submitted for past completed terms in order for the late enrolment to be completed. For information on possible grades, please contact [grades@usask.ca](mailto:grades@usask.ca).

FINAL GRADES*
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**Step 2:** Have the department head sign and date below.

Department Head or Designate's Name	Department Head or Designate's Signature	Date
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**Is this request being made after the payment deadline (Fall or Winter Term)?**

- YES ➡ Proceed to Step 3
- NO ➡ Proceed to Step 4

**Step 3:** If you are an undergraduate student in the College of ARTS AND SCIENCE, or NURSING, or EDUCATION, or ENGINEERING, and if this request is being made after the payment deadline (Fall or Winter Terms), take this form to your College Office for College approval before proceeding further on this form. If you are a Graduate student, proceed to Step 4.

College Representative Name	College Representative Signature	Date
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**Step 4:** It is the student's responsibility to check with the Department office to see if any permission(s) or overrides(s) are required for this late registration.

**Step 5:** Submit this completed Late Enrolment in a Class Form to Student Central to be registered in the class.

## Declaration

By signing below, I confirm that I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date
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FOR STUDENT CENTRAL USE ONLY
Entered by
Date

## Student Central