



# College of Letters, Arts and Sciences

## Late Enrollment Addendum

### Attendance and Eligibility Confirmation

#### To be completed by instructor

(Instructor: Thank you for providing the information requested below. Your responses will help the LAS Associate Deans to determine whether this request, in context with the student's other registration information/data, is academically in their best interest.)

Student \_\_\_\_\_ 900# \_\_\_\_\_ Email \_\_\_\_\_

CRN# \_\_\_\_\_ Subj. \_\_\_\_\_ Course \_\_\_\_\_ Title \_\_\_\_\_

**\*Required information**

**Attendance and Performance to Date:**

\*Date of first class session: \_\_\_\_\_ \*Date student began attending classes: \_\_\_\_\_

\*Class sessions missed: \_\_\_\_\_

Explanation:

\*Is this student up to date on all assignments, quizzes and exams? YES NO

If no, please explain:

**Eligibility to Enroll (instructor of record is responsible for verifying prerequisite requirements):**

\*Does this student meet all prerequisites and requirements (Senior or Major Status, etc.) for the requested course? YES NO

If no, do you waive prerequisites and grant LAS Dean's Office permission to override "Prerequisite and Test Score Error," if applicable? YES NO

Instructor's comments in support/opposition of request:

I believe that this student can be successful in this class if granted late registration for the \_\_\_\_\_ semester.  
[semester, year]

\*Instructor name (please print) \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

\*Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of LAS Associate Dean \_\_\_\_\_ Date \_\_\_\_\_

**This form must accompany the student's signed and completed Late Enrollment Form, and the Financial Responsibility Form. Please return all three forms to the LAS Dean's Office in CN-315.**