User's Guide
CLAS Automated Late Enrollment Form

The online Late Enrollment form allows students to request registration for courses after the Census Date (12th day of the semester for full term classes) due to extenuating circumstances.

Once filled out and submitted by the student, the request will be forwarded to the instructor for their review and to provide additional information. If approved by the instructor, the request will be forwarded to the department chair for review, and then to the Dean's Office.

If approved by the Associate Dean, the Dean's Office will register the student for the specified course and notify the student. If the request is denied, the student will be notified by e-mail.
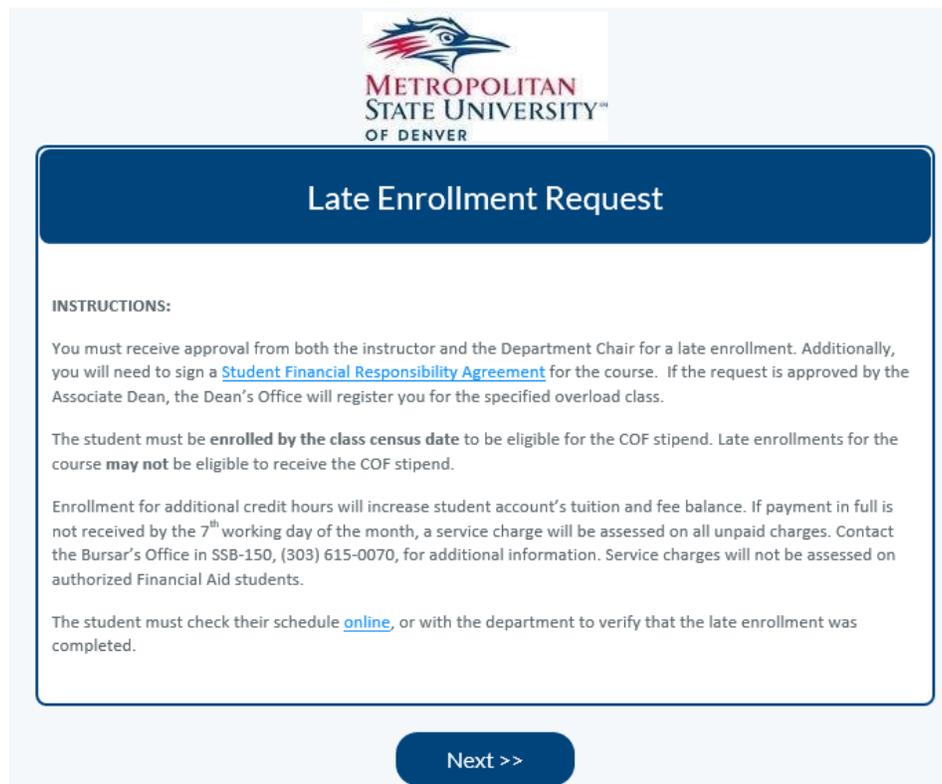
The online FormSite Late Enrollment Form can be found on the CLAS Dean's Office website/ Student Forms and Deadlines/CLAS Student Forms/Late Enrollment.

CLAS Student Forms

Petition for Overload	+
Time Conflict	+
Late Enrollment	+

Late Enrollment Form Instructions
The first page includes instructions for filling out the Late Enrollment form.

METROPOLITAN STATE UNIVERSITY OF DENVER

Late Enrollment Request

INSTRUCTIONS:

You must receive approval from both the instructor and the Department Chair for a late enrollment. Additionally, you will need to sign a Student Financial Responsibility Agreement for the course. If the request is approved by the Associate Dean, the Dean's Office will register you for the specified overload class.

The student must be **enrolled by the class census date** to be eligible for the COF stipend. Late enrollments for the course **may not** be eligible to receive the COF stipend.

Enrollment for additional credit hours will increase student account's tuition and fee balance. If payment in full is not received by the 7th working day of the month, a service charge will be assessed on all unpaid charges. Contact the Bursar's Office in SSB-150, (303) 615-0070, for additional information. Service charges will not be assessed on authorized Financial Aid students.

The student must check their schedule online, or with the department to verify that the late enrollment was completed.

Next >>

Student Information

The student will be prompted to provide required and optional information including name & ID number, course information, and the reason for late registration.

Late Enrollment Request

Student Information

First Name *

Last Name *

ID Number *

ID Number

Email Address *

Course Information

CRN *

31234

Course *

ENG-1010

Course Title *

Credits *

Course Department *

Semester *

Spring

Year *

2022

Brief explanation for the late enrollment request:

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Please include any information that may help with approving the Late Enrollment Request.

The student will also be asked to provide the name and MSU Denver e-mail address for the instructor of the course being requested.

Course Instructor Information

Name of Instructor *

[   ]

Instructor's Email Address *

[   ]

Financial Responsibility Agreement (FRA)

The student will be prompted to read the University's Financial Responsibility Agreement by clicking on the link provided. Signing the request (required) confirms that you are requesting to be late registered for the specified course. Checking the FRA box confirms that you agree to the terms and conditions of the Financial Responsibility Agreement. (Note: these are the same terms and conditions that students agree to when registering themselves online.)

Click 'Submit'. This will generate a confirmation e-mail to the student and forward the request to the instructor for their review. An e-mail will also be sent to the Office of the Registrar confirming that the student had agreed to the Financial Responsibility Agreement. (Note: The form will not submit if the FRA box has not been checked.)

Financial Responsibility Agreement

To process the request for Late Enrollment a Financial Responsibility Agreement is required.

View the agreement here: Financial Responsibility Agreement

Financial Responsibility Agreement *

☐ I have read and agree to the Terms of the Financial Responsibility Agreement.

Signature

By providing my signature, I affirm that I am requesting registration into the classes listed above and I am responsible academically and financially for these classes. I have read and understand my obligations, in accordance with University policies, as published in the "Catalog" and "Student Handbook." I have read and understand the department or class notes and abiding by the class prerequisites.

Student's Signature: *

[   ]

clear

Check if you are using a screen reader and unable to sign in the box above

☐ Show Signature Text Box

<< Previous   Submit

Instructor Form

The instructor will receive an e-mail notification that includes the student's information and a copy of their responses. The instructor will be prompted to provide additional information that will assist the Associate Dean in their review of the request. This includes information regarding attendance, the number of missed class sessions, whether the student is up to date in class, and pre-requisites.

Select Link

The instructor will see a link on their e-mail notification reading:

View Late Enrollment Request

Clicking this link opens the instructor response form.

The instructor enters the name and MSU Denver e-mail address of their department chair for routing purposes.

The instructor indicates whether they Approve or Deny the request and provides comments. They can also forward the form, without a decision, to the Dean's Office if they have questions or concerns about the student's request.

Student's Attendance

Please provide the information requested below. Your responses will help the CLAS Deans to determine whether this request, in context with the student's other registration information/data, is academically in their best interest.)

Date of First Class Session *

[MM-DD-YYYY 🗓]

Date Student Began Attending *

☐ Student has not yet attended

[MM-DD-YYYY 🗓]

Number of Class Sessions Missed? *

[0 ▼]

Select N/A if not applicable

Is this student up to date on all assignments, quizzes and exams? *

◉ Yes ○ No

Does this student meet all prerequisites and requirements (Senior or Major Status, etc.) for the requested course? *
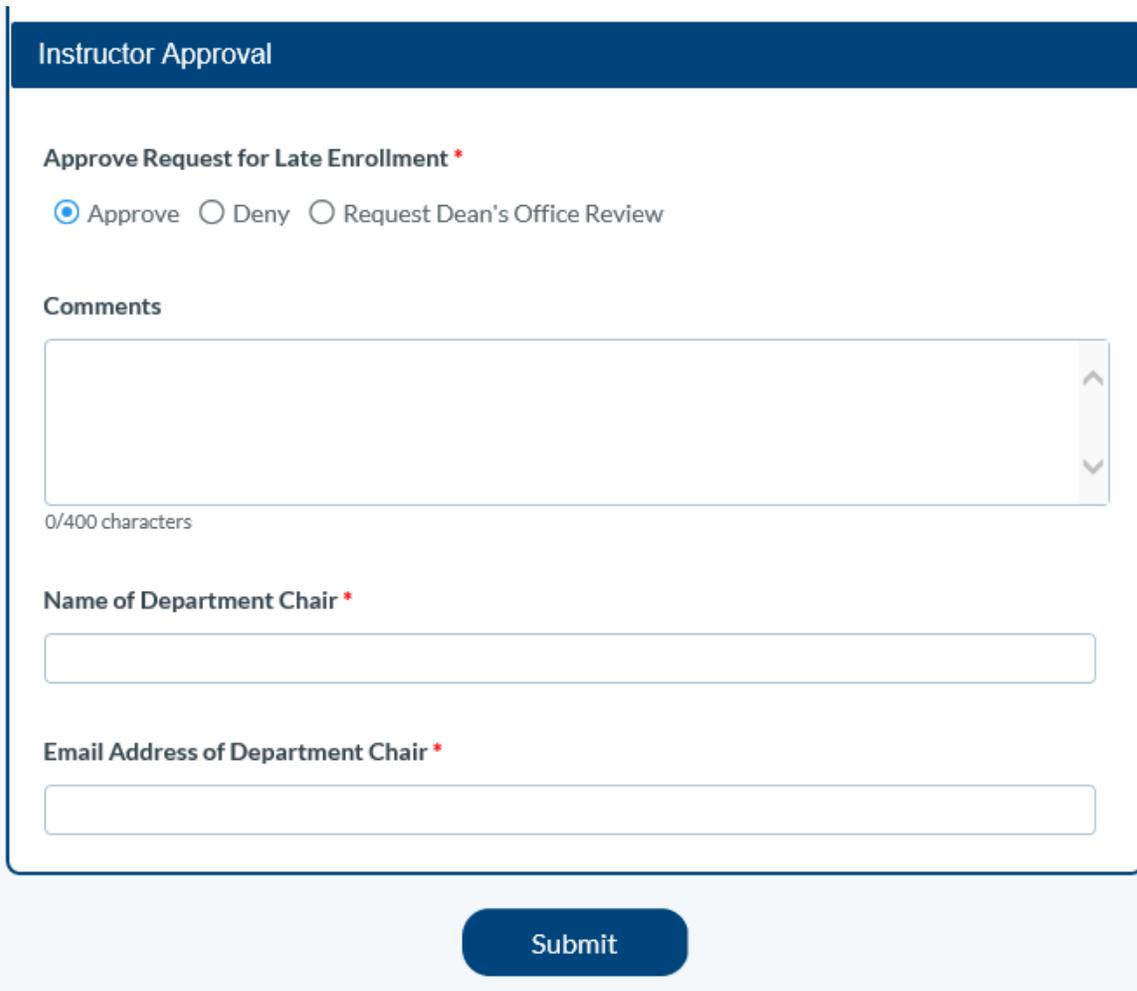
◉ Yes ○ No

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 Approval

The instructor indicates whether they Approve or Deny the request and provides comments. They can also forward the form, without a decision, to the Dean's Office if they have questions or concerns about the student's request.

Chair's Form

If the request is approved by the instructor, the department chair will receive an e-mail notification that includes the responses from the student and instructor.

Select Link

Chairs will see a link on their e-mail notification reading:

View Late Enrollment Request

Clicking this link opens chair's response form.

Chair Approval

The chair indicates whether they Approve or Deny the request and provides comments. They can also forward the form, without a decision, to the Dean's Office if they have questions or concerns about the student's request.

Class Size Permissions

The chair can indicate whether they grant approval for the Dean's Office to increase the class size, if needed, to register the student.

Clicking 'Submit' forwards the request to the Associate Dean for review.

Chair Approval

Accept Request for Late Enrollment *

⦿ Approve   ◯ Deny   ◯ Request Office Review

If the class is closed, do you grant permission to override the class size error and add the student *

⦿ Yes   ◯ No

Comments

0/400 characters

Submit

Next Steps

The Associate Dean reviews the request. If the request is approved, the Dean's Office will register the student. The student and department chair will receive a notification of the Associate Dean's decision.

If more information is needed, the Dean's Office will contact the student, instructor and/or department chair, as applicable.