



Request for Late Course Registration Fall 2020

This form is to be used to register in Academic Undergraduate classes after the first six days of the semester. This form can only be submitted on, or after, **Wednesday, September 16.**

Step 1 – Student

Fill in the first section and then email it to the instructor of the course in which you wish to enrol.

Name _____	Student # _____
Course ID _____	Section # F20 _____
Student Signature* _____	

Step 2 – Instructor

Please ensure that the information requested in Step 1 is completely filled out.

If you agree to permit this student to register in the above course after the waitlist period is over, please read and sign in the box below and email to registration@viu.ca. You may add up to five extra students to any single course, and you may add up to ten extra students across all your sections in a single semester.

I agree to add the above-named student to this class. I also agree to exceed the class max (if full) to allow this student to register.		
_____	_____	_____
Instructor Name	Instructor Signature*	Date (valid for 2 days)

Step 3 – Student

- **International Students:** please email the completed form to your instructor **on, or after, September 16.** The instructor will email the completed form to iefinance@viu.ca.
- **Domestic Students:** please email the completed form to your instructor **on, or after, September 16.** The instructor will email the completed form to registration@viu.ca.
- Check your online student record and pay your course fees promptly after being registered in the above course.

Only in exceptional circumstances is a student permitted to add courses after the first week of term.

***In normal circumstances, it would be required that all parties necessary would need to sign this form. Instead, please type your name into the signature space provided.**