

Saint Louis University

Petition to Add Current Course(s) After the Registration Period

**Form
#14**

Section 1 Student	<hr/>	<hr/>	<hr/>
	Student Name	Student ID	Student Email
	<hr/>	<hr/>	<hr/>
	Primary Program/Major	Total Earned Hours	Student GPA

Section 2 Justification	<p>State in clear and concise sentences why a Petition to Add Courses After the Registration Period is being submitted.</p>
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This form can only be used for courses in the current semester. To petition to add course for prior semesters students must use the [Petition for Revision of Academic Record](#).

Semester (fall/spring/summer and year) _____

Section 3 Course	Subject, Number & Section	CRN	Course Title	Credit Hours	Instructor Signature	Date
	<i>Ex. COMM-1520-01</i>	<i>12345</i>	<i>Principles of Comm</i>	<i>3</i>		<i>mm/dd/yyyy</i>

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Section 4
Approval

Advisor/Department

Signature

Date

Section 5
Approval

Dean

Signature

Date

Section 6
Acknowledgements

I understand and acknowledge that:

- * Any student who registers for the first time after the start of the semester/term will be assessed a late registration fee of \$50.
- * Adding courses may result in additional tuition and fees.

Student Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to adding courses after the registration period in section 6.
3. Student meets with course instructor(s) to discuss Petition to Add Courses After the Registration Period and receives approval via signature in section 3.
4. Student meets with advisor/mentor to discuss Petition to Add Courses After the Registration Period and receives approval via signature in section 4.
5. Student submits petition to Dean and receives approval via signature in section 5.
6. Dean submits petition to the Office of the University Registrar.