



## Late Registration Request Form

Date (MM/DD/YYYY):

Student name:

Student University ID number:

Term and Part-of-Term:  Fall 20\_\_\_\_ Full term  
 Spring 20\_\_\_\_ First-half  
 Summer: 20\_\_\_\_ Second-half

Course Reference Number (5 digits):

Subject and course number:

*Student signature:*

*Instructor approval:*

***Department Chair approval:***

(required after week 4 of Fall or Spring full-term, week 2 of half-terms; week 3 of Summer full-term, week 2 of Summer half-terms)

***College Dean approval:***

(required after week 6 of Fall or Spring full-term, week 4 of half-terms; week 5 of Summer week 3 of Summer half-terms)

All refund deadlines still apply (see [our website](#)).

Submit via email to: [registration@neiu.edu](mailto:registration@neiu.edu)