

GRADUATE STUDENT

Late Registration Request

Student Information:

Last Name:		First Name:	
Student #:	A	Telephone:	
Email:		Program:	

1. Complete the "Student Information" and "Course Information" sections of this form.
2. Take this form to your professor for signature **and please also have your Professor email fgsr@smu.ca, from their SMU email account, granting you authorization to enroll in this course.**
3. Then take the signed form to the Faculty of Graduate Studies & Research (FGSR) Office for authorization.
4. Bring completed and signed form to the Service Centre, McNally Main 108 to be added to the system
 - **Note:** Form must be returned within one business day of being signed by FGSR.
5. Completing this form does not automatically grant you permission to register late.

Course Information:

Course Number:		CRN:					
Course Name:		Term:					
Reason for Request:							

Student's Signature:		Date:	
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Instructor Authorization:

I give permission for this student to register in the course listed above after the registration deadline.

Instructor:					
Signature:		Date:		Time:	
Comments:					

Faculty of Graduate Studies & Research Authorization:

I give permission for this student to register in the course listed above after the registration deadline.

Representative Name:		Stamp:	
Representative Signature:			
Date:			Time:
Comments:			

Service Centre:

Date Received:		Date Processed:		Processed By:	
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