The late course registration request (LCR) process should be used after the online Add period has ended for a term; the date(s) can be found on the academic calendar. Any requests received before that deadline will be rejected, as the student should register using Course Registration via the Student Hub.

Quick Links
- Accessing the Late Course Registration Request
- Submitting a Late Course Registration Request
- View a Submitted Request and the Approval Process
- Revoke (Cancel) a Submitted Request

Accessing the Late Course Registration Request
- Log in to the Student Hub and select the Resources tab
- Select the Academics, Classes & Registration link from the menu
- Select Registrar Forms on the right side menu
Late Course Registration Request – Student Instruction

- You can now select the “Late Course Registration” form from the drop down menu.

Submitting a Late Course Registration Request

Acknowledgements Page
- Carefully review all instructions and acknowledgements, as they indicate the policies for this request.
  - Check the box next to each statement once you have read it.
  - Click I Agree to move to the next page.

Select a Term
- You will next be prompted to select the effective term of the request.
  - You will have the option to select the current term and two previous terms.

Late Course Registration Request Page
- Enter a valid phone number in the Current Phone Number box in case there are questions regarding your request.
Late Course Registration Request – Student Instruction

- This number is only saved on the request; it does not update your student record.

- Enter the 5-digit CRN of the class and click Add Course:
  - The course information will populate in the course information section.
  - If you do not know the 5-digit CRN, please consult the Schedule of Classes.

- If a course is variable credit, the student can edit the request to enter the appropriate hours.
  - Any changes to a non-variable course credit hours will result in an error message.

- Up to ten courses can be submitted in one request.

- Time Conflict Approval is a required field for each course.
  - Hover over the “i” button next to the fields for informational text.

- UNDERGRADUATE STUDENTS ONLY: Overload Authorization is a required field for each course.
  - Hover over the “i” button next to the fields for informational text.
Late Course Registration Request – Student Instruction

- If a student is waiting for a LCR requested class to be added to their record before dropping a different class, they should indicate the CRN to Drop in the same line as the requested class.

- The Registrar’s Office will drop the class while registering the student if the LCR is approved.
- Students should submit a late course registration form for section swaps.

- Click Submit for Approval when all courses and approvals are entered.

View a Submitted Request and the Approval Process

- Log in to the Student Hub using your student credentials.
- Select Registrar Forms from the Academics, Classes & Registration link.
- Click View next to the request to open it.

- Scroll to the bottom of the request to view the approval process.
  1. Status of the request; indicates the approval process stage.
     a. Pending – Still waiting on approvals (not the Registrar’s Office).
     b. Submitted – Ready to be processed by the Registrar’s Office.
  2 & 3. Indicate which approval step the request is in and to whom it is assigned.
  4 & 5. Indicate approval and who granted the approval.
Late Course Registration Request – Student Instruction

Note:

*Registrar Queue – All is for system purposes only; it is not an approving entity.*

**Revoke a Submitted Request**

- Students have the ability to revoke (cancel) a request up until it is approved by the Registrar’s Office.
  - Follow the instructions to [view a submitted request and the approval process](#).
  - Scroll to the bottom and click *Revoke*.
    - It takes 30 minutes after clicking revoke for the status to update.