UNIVERSITÉ Concordia UNIVERSITY

FACULTY OF ARTS AND SCIENCE

Late Registration Form

Students hoping to be late registered into a course must go through the Eforms Request process.

The following must be uploaded to your Eforms request as a part of the process. Eform requests that do not include these forms will be considered incomplete. This will delay the processing time.

Student Form:

First Name: _____

Last Name: _____

Student ID: _____

Program of Study: _____

Term in which you wish to be late registered: _____ (include term and year)

	Course Name	Course Number	Section	Lab or Tutorial
1				
2				
3				

Have you been attending the course? Yes ☐ No ☐

I have written confirmation from the Professor that they are willing to have me late registered into this course:
Yes ☐ No ☐

To ensure that your Eform request is promptly processed, please ensure the following:

1) Your student account is up-to-date
2) The Professor approves this late registration
3) You have uploaded an explanation, to your Eform Request, that describes why you are making the request
4) This Eform request may be processed after the DNE (refund) deadline. Should this be the case, you will remain financially responsible for the course

Student Signature: _____ Date: _____

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Professor Form:

For this student to be late registered into your course, the following must be completed and uploaded to the student's Eform Request.

Student's Name:

Student ID:

Please complete the necessary information below (missing details will delay the processing of this request):

	Course Name	Course Number	Section	Lab or Tutorial
1				
2				
3				

To ensure that your Eform request is promptly processed, please ensure the following:

1) Your student account is up-to-date
2) The Professor approves this late registration
3) You have uploaded an explanation, to your Eform Request, that describes why you are making the request
4) This Eform request may be processed after the DNE (refund) deadline. Should this be the case, you will remain financially responsible for the course

Has the student been attending the course? Yes ☐ No ☐

Has the student submitted all required work up until this point? Yes ☐ No ☐

Do you accept that the student be late registered into your course? Yes ☐ No ☐

Professor's name:

Professor's Signature: Date:

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