



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Late Registration Appeal

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

SECTION I: To be completed by student

Name:	EID:
Email address:	Phone number:
Semester and year of request: Fall _____ Winter _____ Summer _____	
Course information: CRN _____ Subject/Course # _____ Instructor Name _____	
Please include an explanation of why you were unable to register during the standard registration period:	
Student Signature: _____ Date: _____	

It is the responsibility of the student to read the following:

- A **late add fee per class will be assessed** on all approved appeals. If you have not previously registered for at least one class, an additional late registration fee will also be assessed for the semester. Please visit www.emich.edu/sbs for current fee schedule.
- Late registration appeals will be not approved if a registration hold (financial or otherwise) exists on the student's record.
- Appeal forms will not be accepted once final examinations for the course or semester begin, whichever is first.
- Undergraduate seniors wishing to enroll in 500-level graduate courses must have completed a minimum of 85 credit hours and have an EMU GPA of at least 2.7. **Under no circumstances will appeals be accepted/processed for undergraduate students in graduate courses at the 600-level or above.**

SECTION II: To be completed by Academic Department

Approval of the late registration by the instructor, department head/school director and college dean also constitutes approval for waiving course/section prerequisites, co-requisites and restrictions.	
Instructor: I do___ I do not___ support this appeal.	
Signature: _____	Date: _____
Department Head/School Director: I do___ I do not___ support this appeal.	
Signature: _____	Date: _____
Dean: I do___ I do not___ support this appeal.	
Signature: _____	Date: _____

SECTION III: To be completed by the Registrar's Office

Request is (check one): _____ Approved _____ Denied Reason for denial: _____
Staff Signature: _____ Date: _____

Please submit request to Service EMU, 268 Student Center, via the drop box outside of the Office of Records and Registration (303 Pierce) or via email to registrar@emich.edu.