



Late Registration

Registrar's Office

University of Southern Indiana

8600 University Blvd. Evansville, IN 47712

Phone: 812-464-1762 Fax: 812-464-1911 Email: registrar@usi.edu

Late registration begins on the first day of the semester/term. *It is strongly recommended* that you register during the published dates of priority registration or during the open registration period. Students allowed to late register during the first week of the semester (first two days of First or Second Summer, first day of Third Summer) register online through myUSI and will be assessed a \$50 late registration fee. *Only in exceptional circumstances will a student be allowed to late register after the first week of the semester (after the first two days of First or Second Summer, first day of Third Summer).* Any registration taking place after that time (even if a course has a delayed start date) requires the completion of the Late Registration form (with signatures of approval) and will incur a \$150 late registration fee.

Term/Year: Fall _____ Spring _____ Summer I _____ Summer II _____ Summer III _____

Student ID Number: 000-_____ Date of Birth: _____

Name: (Last, First, M.I.) _____

Reason for registering late: _____

STEP BY STEP PROCEDURE

1. Obtain approval and signature from the instructor of each course.
2. Obtain approval and signature from the department chair of each course.
3. Obtain approval and signature from your academic advisor.
4. Sign the Late Registration form (a digital signature will not be accepted).
5. Return form to the Registrar's Office for processing.
****You are not officially enrolled until this form has been processed by the Registrar's Office.***
6. View and pay your bill online through myUSI or visit the Cashier's window to discuss payment options.

CRN	Subject	Course Number	Section Number	Instructor's Signature †	Department Chair's Signature †

† Signatures not required for open, special length courses that have not yet started. However, the department of the course must provide any necessary overrides (closed class, pre-requisite, etc.) before registration can take place.

Advisor's Signature: _____ Date: _____

I am aware of the University Alcohol and Other Drug (AOD) policies, Annual Security Report, and information published in the current Class Schedule. ***I am aware there is a \$50 late registration fee during the first week of the term (first two days of First or Second Summer, first day of Third Summer), and a \$150 late registration fee after the first week of the term (after the first two days of First or Second Summer, first day of Third summer).***

Student's Signature: _____ Date: _____