University of Virginia
Late Enrollment Request

OFFICE USE ONLY:

Date Enrolled: _____ School: _____

Amount Charged: _____ G/UG: _____

Semester: _____ Initials: _____

Once this form has been processed by UREG, the student must log into SIS and re-enroll in their courses. Students are not guaranteed re-enrollment in all of their desired courses for the semester.

Students may not attend classes in which they are not enrolled nor may they bring guests to classes.

Instructions for Prior to Add/Drop:

Late enrollment fee: Before Add/Drop period **$25.00**

1. Obtain form from UREG (Carruthers Hall, 1001 N. Emmet St.)
2. Present form to Student Financial Services for approval
3. Return form to UREG for processing

Instructions for Post Add/Drop:

Late enrollment fee: After Add/Drop period **$50.00**

1. Print late enrollment form from UREG website (http://www.virginia.edu/registrar/forms/lateenrollment.pdf)
2. Present form to Dean's office (required after the semester Add/Drop period) for approval
3. Present form to Student Financial Services for approval
4. Return form to UREG for processing

Name: _____ **Telephone:** _____

Last First and Middle

I.D. Number: _____ **School of Enrollment:** _____

Local Address: _____

Student Statement (explain your reason for requesting late enrollment).

_____

Student Signature Date

Student Financial Services (required):

☐ This student has paid all tuition, fees and other outstanding financial obligations as necessary.

_____

Student Financial Services Signature Date

Dean's Office (required for all petitions submitted after the Add/Drop period of the semester):

☐ This student is approved to late enroll

☐ This student is Not approved to late enroll

_____

Dean Signature Date