



Instructional checklist:

If you are just looking to swap sections of a course please go to part two of this page.

PART ONE: Adding courses past add/drop date

BOXES MUST BE CHECKED **IN ORDER!!**

Obtain instructor(s) signature, date of signature, and dates of missed classes. Email approval from the instructor(s) is accepted and must be attached to the form before moving on to the next step. Instructor signatures are valid for five business days.

Obtain the following signatures (email approvals are accepted) on the same day in this exact order. Instructor signature dates can be on different days, but the following offices must sign/approve on the same day as each other, in the order below

Bursar's Office

Registrar's Office

PART TWO: Section Change

Obtain instructor(s) signature for the section you are changing to.

Submit form to Registrar's Office – *Bursar's Office signature not required.*

Below are the email and phone numbers for the relevant departments. Email approvals are accepted. Please note that all communications through University departments need to be conducted through your USCB email. If any email does not come from a USC email, including instructor permission, this form will not be processed.

- **Instructor signatures can be found by searching the course in Self Service Carolina following the tabs below.**
 - Student – Registration – Browse Classes
- **Financial Aid Offices-** uscbfina@uscb.edu, 843-521-3104
 - *Bluffton Campus:* Hargray 124
 - *Beaufort Campus:* Sandstone 117
- **Bursar's Office** - bursar@uscb.edu, 843-208-8008, Hargray 136
- **Registrar's Office** - registrar@uscb.edu, 843-208-8050, Hargray 135

Late Registration Form

This form must be submitted to the Office of the Registrar for all additional courses and section changes made after the add/drop deadline dates as printed in the Academic Calendar.

Student Name: _____

Student ID / VIP ID: _____ Phone Number: _____

Email: _____@email.uscb.edu

Term: Fall Spring Summer YEAR: _____

INSTRUCTOR APPROVAL IS REQUIRED **BEFORE** BURSAR/REGISTRAR APPROVAL

REQUESTED ACTION	Subject	Course	Section	CRN Number	Credit Hours <small>Only if for Credit</small>	Audit Hours <small>Only if for Audit</small>	INSTRUCTOR SIGNATURE <small>Signature of instructor to submit grade</small>	DATE <small>Of instructor signature</small>	DATES OF MISSED CLASSES
<i>Example:</i>	ENGL	B101	001	17599	3		<i>Must include Instructor's signature</i>	<i>Valid for 5 business days</i>	<i>mo/da/yr-mo/da/yr</i>
Add (Register)									
Add (Register)									
Add (Register)									
Add (Register)									
Add (Register)									
Add (Register)									

SECTION CHANGE AREA BELOW -- the Bursar's Office signature is not required.

REQUESTED ACTION	Subject	Course	Section	CRN Number	Credit Hours <small>Only if for Credit</small>	Audit Hours <small>Only if for Audit</small>	INSTRUCTOR SIGNATURE <small>Signature of instructor to submit grade</small>	DATE <small>Of instructor signature</small>	DATES OF MISSED CLASSES
<i>Example:</i>	ENGL	B101	001	17599	3		<i>Must include Instructor's signature</i>	<i>Valid for 5 business days</i>	<i>mo/da/yr-mo/da/yr</i>
Change Section From									
Change Section To									

I acknowledge that I am aware of any financial obligations the submission of this form will generate. I have spoken with Financial Aid and my advisor to confirm these changes.

Student signature: _____ Date: _____

*Bursar's Office signature: _____ Date: _____

*Registrar's Office signature: _____ Date: _____