Late Course Registration Form

Office Location: 271 Huntington Avenue    •    Phone: 617.373.2300    •    Fax: 617.373.5351    •    registrar@neu.edu    •    www.northeastern.edu/registrar

Mailing Address: Northeastern University, ATTN: Office of the Registrar, 230-271, 360 Huntington Avenue, Boston, MA 02115-5000

Print name: ____________________________________________

NUID: _______ _______ – _______ _______ – _______ _______ _______ Date: ____________________________

Email: ____________________________________________ Day phone: ____________________________

Level: □ Undergraduate Day    □ Graduate Day    □ College of Professional Studies

Undergraduate day students: If this class results in an overload*, I authorize the registration to be processed: □ Yes    □ No—please contact

TERM AND YEAR

Semester: □ Fall    □ Spring    □ Summer 1    □ Summer 2    □ Full Summer Year: ____________

Quarter: □ Fall    □ Winter    □ Spring    □ Summer Year: ____________

COURSE INFORMATION

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject/Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Approve Time Conflict (if applicable)</th>
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REQUIRED SIGNATURES

Undergraduate day students

Instructor signature: ____________________________ Date: ____________

Authorization to overenroll class if class is full: □ Yes    □ No—please contact

Department signature: ____________________________ Date: ____________

Graduate day students

Instructor signature: ____________________________ Date: ____________

Authorization to overenroll class if class is full: □ Yes    □ No—please contact

Graduate school signature: ____________________________ Date: ____________

College of Professional Studies students

Academic advisor/ program director signature: ____________________________ Date: ____________

Authorization to overenroll class if class is full: □ Yes    □ No—please contact

Registrar’s office personnel

Received by: ____________________________ Date: ____________

Important: During the official add period, all forms should be processed at the college dean’s office or at the office of the department offering the course. This form is accepted at the Office of the Registrar only after the official add period has ended.

* Overload occurs when a student takes more than (a) 16 billing hours in fall, spring, or full summer terms or (b) 8 billing hours in summer 1 or summer 2 terms. Please indicate whether or not we should register a student for this class if it results in an overload for the student.