Instructions:
1. After obtaining signature approval from each course instructor and all other required signatures listed below, take this form to the Office of the Registrar to have fees assessed/reassessed.
2. Take this form to the BARC Office and pay all fees. Note that a $50 late registration and $50 late payment fee will be assessed to your BARC account. You must fulfill all financial obligations at the BARC Office and have a representative stamp and initial this form.
3. Return this form to the Office of the Registrar. Failure to submit a completed form to the Office of the Registrar will result in no courses or grades being added to your record.

Note:
• Do not use this form for Summer Session Retroactive Registration.
• Deadline for late registration is: L&S and Engineering undergraduate students – last day of instruction
  Graduate and Creative Studies students – end of quarter

Retroactive Registration: Undergraduate students seeking to retroactively register for a previous quarter will need signature approval from their College Dean or, for graduate students, the Graduate Division Dean. In addition to this form, students must submit a letter stating the reason for requesting registration after the end of the term.

QUARTER/YEAR: □ Fall ______ □ Winter ______ □ Spring ______

Name________________________________________
Perm______________Major____________________
Last First Middle Initial

Umail ________________________________ Phone ____________________

To the instructors:
The student listed above has requested to re-enroll or enroll for the first time in classes after the registration deadline. If the student has been attending your class since the beginning of the quarter, and you have no objection to the continued attendance or enrollment, please sign below. Your authorization will allow the student’s name to appear on your class roster and/or amended the final grade report.

Subject & Course # Enrollment Code Grade Option Units Repeat Instructor # Instructor Signature Date
________________   ____________      _________       ____     ____     _________           ____________________________   ____________

Student’s Signature ________________________________ Date

Undergraduate College Advisor or Department Graduate Advisor Signature ________________________________ Date

Dean’s Signature* ________________________________ Date

* Required for all graduate students and for all undergraduate students seeking retroactive registration.

Office Use Only

Fees Reassessed: __________________ Reg. Status: ____________ Late Fee waived □ Yes □ No
Initials & Date

Degree Candidate: ____________ Grades Requested: _________
(Y/N) Initials & Date

BARC Initials & Date