



University of California
Santa Barbara

LATE REGISTRATION

Office of the Registrar
University of California, Santa Barbara
Santa Barbara, CA 93106-2015
Phone: 805-893-3592
FAX: 805-893-2985
<http://www.registrar.ucsb.edu>

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 _____
Year Year Year

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		BARC STAMP
Fees Reassessed: _____ Initials & Date	Reg. Status: _____ Initials & Date	Late Fee waived <input type="checkbox"/> Yes <input type="checkbox"/> No
Degree Candidate: _____ (Y/N)	Grades Requested: _____ Initials & Date	_____
		BARC Initials & Date

