

# University of South Carolina Office of the University Registrar Registration Exception Form

**REG**

Initials \_\_\_\_\_

Term \_\_\_\_\_

This form, with the appropriate signatures, must be submitted to the Office of the Registrar for all adds, section changes, or credit/audit changes made after the deadline dates as printed in the Master Schedule of Classes. This form should only be used for the current term. **The student's academic dean (or designated representative) must approve these actions.**

Student's Name \_\_\_\_\_  
Last First Middle

USCID \_\_\_\_\_ School/Major \_\_\_\_\_

Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_ Email: \_\_\_\_\_

*The above named student is authorized for the schedule adjustments listed below with the exception of courses which are at full enrollment capacity.*

Requested Action	Course		CRN (Schedule Code)	CRED HRS Only if for credit	AUDIT HRS Only if for audit	Instructor Signature Signature of Instructor to submit grade (does not authorize capacity override)
	Dept	Number				
Add (Register)						
Add (Register)						
Add (Register)						
Add (Register)						
Change Section to ***						
Change Section to ***						
Change Credit Hrs to						
Change Credit Hrs to						
Change Audit to Credit						
Change Audit to Credit						
Change Credit to Audit						
Change Credit to Audit						

Student's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_  
*\*By signing above I acknowledge that I am aware of any financial consequence of this change to my registration*

Dean's Signature: \_\_\_\_\_ Date\*\*: \_\_\_\_\_  
*Signature of undergraduate student's academic dean (Signature does not authorize course capacity overrides)*

Grad Director's Signature: \_\_\_\_\_ Date\*\*: \_\_\_\_\_  
*Graduate students only*

*Students wishing to add a course after that last day to register for the course must set up a tuition and fees payment plan with the Office of the Bursar before registering. By submitting this form to the Office of the University Registrar, a student is responsible for payment of all tuition and fees associated with these courses.*

*A signature from the Bursar's Office (below) indicates that a payment will be processed immediately following the reinstatement of all courses.*

Bursar's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Authorizaton expires three (3) business days after this date.

\*\*\* This form will not remove the course or the fees if you have dropped/withdrawn with a 'W' or 'WF' from another section of the same course.