

Registration Exception Form

REG
Initials _____
Term _____

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

Note: This form will not remove the course or the fees if you have dropped/withdrawn with a 'W' or 'WF' from another section of the same course.

Student Name: _____ USC ID: _____

Phone: _____ Email: _____

School: _____ Major: _____

Term: _____ Fall _____ Spring _____ Summer Year: _____

*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 Subject	Course Number	CRN	Credit Hours (if for credit)	Audit Hours (if for audit)	Instructor Signature (does not authorize capacity override)
Add (Register)						
Add (Register)						
Add (Register)						
Add (Register)						
Change Section to ***						
Change Section to ***						
Change Credit Hours to						
Change Credit Hours to						
Change Audit to Credit						
Change Audit to Credit						
Change Credit to Audit						
Change Credit to Audit						

Student Signature*: _____ Date: _____

**By signing above I acknowledge that I am aware of any financial consequence of this change to my registration.*

Dean Signature: _____ Date**: _____

*Signature of **undergraduate student's academic dean** (Signature does not authorize course capacity overrides)*

Graduate Director Signature: _____ Date**: _____

Graduate students only

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

Bursar's Office Signature: _____ Date: _____

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 (above) indicates that a payment will be processed immediately following the reinstatement of all courses.