

Course Registration Procedures after Registration Adjustment Ends – Department use only

Registration for classes follows a strict calendar maintained by the registrar's office. If a student misses the online registration period for a class, s/he may contact you to help add him/her to your course.

Beginning the third week of classes, instructor must follow the procedures described [here](#) to request a registration adjustment.

The registration adjustment period, however, is time limited. If you follow the adjustment procedures and find that access is denied (typically past the mid-point of the semester), you must make a special request to the registrar to add a student to your course.

Registration adjustment requests submitted after the system is offline will be considered on a case by case basis by the Office of the Registrar. To submit a request, the following information must be provided:

- Student's Name, Panther Number, and Course Information (course prefix/number and CRN)
- Registration Action (Add/Drop/Withdraw - Note: For a course withdrawal, the student's last attendance date must be provided.)
- **Explanation or justification for the late adjustment (Note: Please indicate the academic reason for the adjustment – Examples: Add-A seat is available; Add-Student needs course to graduate; or Withdrawal-Student missed too many class meetings or assignments.)**
- Chair or director's approval

Each academic department has established an "Approving Authority Email Account" to receive requests submitted by the course instructors.

CJ: cjregapproval@gsu.edu

ECON: ecapprove@gsu.edu

PMA: pmapregapproval@gsu.edu

SW: swapprove@gsu.edu

If you are the course instructor, please send your request to the academic department's Approving Authority Email Account for review. If the request is approved, the academic department will forward the request to **Faculty Late Reg Request, faclatereg@gsu.edu** for the Office of the Registrar's review. Once a decision is made, the Office of the Registrar will send notification to the academic department, course instructor and student.