

LATE REGISTRATION PROCEDURE

Allow up to two (2) business days for your request to be processed. You must be registered for the class by the last day to add noted on the Student Timetable.

1. Request to add the course from the instructor. If approved, the request will be forwarded to the department.
2. The department chair or advisor will review the request.
3. You will receive an e-mail in your myUVU account informing you of the approval (or denial) of your request.
4. If approved, you must add the course online before the last day to add. A \$45 fee (per class) will be added to your account for each course added late.

NOTE: Approval to register late will NOT override class size limits, pre-requisites or other course requirements.

LATE REGISTRATION EXCEPTION FORM REQUIRED AFTER LAST DAY TO ADD, WITH DEAN'S APPROVAL AND \$45 FEE PER COURSE.

For more info, see www.uvu.edu/addcard .