



**WRIGHT STATE
UNIVERSITY**

Late Registration Petition Form

Office of the Registrar
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-5588
FAX: (937) 775-5597
e-mail: registrar@wright.edu
<http://www.wright.edu/registrar>

Name _____

Email _____

Student I.D. _____

Street _____

Quarter/Year _____

City _____

Phone _____

State & Zip _____

1. List all classes for which you are requesting to register or add after the deadline, include the course and section number(s).

2. Explain why you are requesting to register or add a class after the deadline. You will need to explain why you attended classes without being officially registered. Was the instructor aware that you were not officially registered? Explain extenuating circumstance(s) which you feel qualifies you to register or add a class after the deadline. Additional pages may be added, if needed. Documentation of the extenuating circumstances may be required before a decision can be made. Submission of documentation does not guarantee approval of your petition.

3. I verify that the information provided above and any documentation provided by me is true and accurate. I understand and that a fee of \$250 per transaction will apply for registrations/adds on or after the 16th calendar day of a quarter or comparable date for shorter sessions like Intersession. I agree to pay any fees related to my registration at Wright State University.

Student Signature

Date

Action by Registrar's Office:

_____ Approved

_____ Denied

Registrar or Registrar's Designee

Date of Action

Date Student was Notified of Decision