



4. I am requesting (be specific): \_\_\_\_\_

5. My reason(s) for making this request (be specific): \_\_\_\_\_

Attach additional pages if necessary.

Consult Student Handbook for additional information.

**Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, sex, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment.**

**Inquiries regarding the College's nondiscrimination policies may be directed to:**

**Ms. Darla Ferguson, Chief Equity and Diversity Officer**  
Cocoa Campus, Building 2, Room 103  
1519 Clearlake Road, Cocoa, FL 32922  
Phone: 321-433-7080  
E-mail: fergusond@easternflorida.edu

OR

**Lt. Mark Renkens**  
Security & Title IX Compliance Coordinator  
Melbourne Campus, Bldg. 10, Rm. 215  
3865 North Wickham Road, Melbourne, FL 32935  
Phone: 321-433-7180  
Fax: 321-433-5026  
renkensm@easternflorida.edu

**Inquiries regarding veterans' programs may be directed to:**

**Military & Veterans Service Center**  
Student Services Center/Administration  
Building 1, Room 140  
3865 N. Wickham Road, Melbourne, FL 32935  
Phone 321-433-7880

OR

**Military & Veterans Service Center**  
Ralph M. Williams Student Center,  
Building 11, Room 113  
1519 Clearlake Road, Cocoa, FL 32922  
Phone: 321-433-7880



# LATE REGISTRATION ADD/DROP FORM BY EXCEPTION

This form must be submitted to request to add or drop a course by exception after the published last day to drop or add. Please print legibly.

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

Student Name (Print Legibly) \_\_\_\_\_ Student ID Number \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Student Program of Study \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Course(s) to be ADDED to Schedule

Instructors should be able to verify that a student has been attending the course or that the instructor is willing to assist the student in making up any missed work (or the student has agreed to accept any penalties for missed work) prior to enrollment in the class. Student must read and sign the back of this form as well.

REASON FOR LATE COURSE ADDITION: \_\_\_\_\_

CRN	COURSE NO. AND SECTION (Ex. ENC 1101-70C)	CREDIT/CLOCK HOURS	STUDENT ATTENDING CLASS (Y OR N)	INSTRUCTOR APPROVAL	DEPARTMENT HEAD APPROVAL

### Course(s) to be DROPPED from Schedule

If student has attended beyond the end of the drop period, student should withdraw, not drop. Late course drops should only be approved if student is able to document extenuating circumstances beyond their control. Instructor or Program Manager signature is required only for students dropping a course in a clock hour or limited access program.

REASON FOR LATE DROP: \_\_\_\_\_

CRN	COURSE NO. AND SECTION (Ex. ENC 1101-70C)	CREDIT/CLOCK HOURS	INSTRUCTOR/PROGRAM MANAGER APPROVAL REQUIRED FOR CLOCK HOUR OR LIMITED ACCESS PROGRAM	DROP STUDENT FROM FUTURE PROGRAM COURSES?
				(Y OR N)
				(Y OR N)
				(Y OR N)
				(Y OR N)

Associate Provost/Dean Complete Below. Approved: \_\_\_\_ YES \_\_\_\_ NO

ASSOCIATE PROVOST/DEAN \_\_\_\_\_ Date \_\_\_\_\_

Scan applicable paperwork. Send this form to the Office of the Registrar at Grades@easternflorida.edu Signed form must be completed and submitted for registration within one week of final approval or it becomes invalid.

Office of the Registrar: Student Notified via: \_\_\_\_ email \_\_\_\_ phone \_\_\_\_ Other

Processed by: \_\_\_\_\_ Date \_\_\_\_\_

