Late Registration Add/Drop FormetFhfidFcsFeottrhAmaomdAge
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Office of the Registrar
ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698–0175
PHONE 229.333.5727 • **FAX** 229.333.5475 • **WEB** www.valdosta.edu/academics/registrar

Date
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*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.**Attendance in a class is not sufficient reason to be added to a class. Late course adds will be approved only in documented cases of extenuating circumstances beyond the student's control.***

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*If students have attended beyond the end of the online add/drop period, students should **withdraw**, not **drop**. Late course drops **should not be approved** unless students are able to document that they did not attend class beyond the designated period and the reasons why they were not able to complete the online drop process during the online add/drop period.*

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**Undergraduate/Graduate students must have the approval of their Department Head and Dean if registering for more than 19 hours.*

Student Financial Services/Bursary
ADDRESS 1205 . tt t . • t , 31698 (tt &) • **PHONE** 229.333.5725 • **FAX** 229.259.2051

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