

Submit completed form to the Academic Dean

# On Time Registration Request for Exception



Your chosen course must not yet have met.

The first meeting of an online course is considered to be 5:00 p.m. on the first day of instruction for a session

## STUDENT INFORMATION

Last Name:		First Name:	
Student ID#:		Email:	
Phone Number:		Alt Phone Number:	

## COURSES REQUESTED

Course:		Section:		Course:		Section:	
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Example: MAT-124 001

Course:		Section:		Course:		Section:	
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## REASON FOR REQUEST (check one of the following)

- Account Hold       Class Cancelled       Drop from UIUC       Dropped for Non Payment
- Financial Aid       Graduation Requirement       Late Registration       Per Department
- Schedule Conflict       Student Error
- Other (please state reason)

## PAYMENT INFORMATION

- I will use personal funds to pay for tuition/fees.
- I have signed up for a **Nelnet** deferred payment plan to pay for tuition/fees.
- I will use financial aid to pay for tuition/fees.

By registering for classes at Parkland College, I assume financial responsibility for all charges billed to my student account. To avoid financial responsibility, if I decide not to attend, I must officially drop classes within the stated refund period. I understand classes are not automatically dropped for non-payment or non-attendance. I accept financial responsibility. I further understand that all decisions are final.

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

## FOR ADMINISTRATIVE USE ONLY

Semester:		<input type="checkbox"/> Granted	<input type="checkbox"/> Denied
<input type="checkbox"/> STRK/RGN	Entered by:		Date:
Deans Signature:			Date: