

Late Registration Policy

Students may add a course online using MyHenderson through Friday of the first week during fall/spring semesters and the second day of classes during summer terms.

Beginning Monday of the second week during fall/spring semesters and the third day of classes for summer terms, late adds will only be permitted with instructor approval. Students should submit an add form to the Registrar's Office with the instructor's signature.

Beginning Monday of the third week during fall/spring semesters and the fourth day of classes for summer terms, late course adds will only be permitted with approval of the instructor *and* college dean. Students should submit an add form to the Registrar's Office signed by both instructor and dean.

Students will not be allowed to add courses beginning Monday of the fourth week during fall/spring semesters and the fifth day of classes for summer terms. Students may download late course add forms from the Registrar's Website.

Note: Please refer to the academic calendar for late course add dates during pre-summer terms. Students should contact the Office of Financial Aid to determine monetary implications of adding courses.

This policy was approved for second reading by the University Academic Council on November 10, 2015.

[Late Course Registration Form](#)