Minnesota State University, Mankato
Office of the Registrar

Appeal for Late Registration for Current Term
This form needs to be completed after the 5th class day of each term.
 Submission of this appeal is no guarantee that the appeal will be granted.

Step 1: Need instructor’s electronic permission OR a letter from instructor on department letterhead.
Step 2: Submit this form to the Registration Help Center, 132 Wigley Administration Center, Mankato, MN 56001.
Fax # 507-389-5719.
Step 3: If this appeal is approved by the Office of the Registrar and you have no holds on your account, your registration will be proceed.
Step 4: You should check your registration on https://www.mnsu.edu/eservices/ to confirm that your registration is correct and for your financial obligations. There may be additional tuition/fees for late registration changes. If your appeal is denied, you will be contacted by e-mail.

Questions regarding registration, contact the Registration Help Center, 507-389-2252, or registration@mnsu.edu.
For financial obligation questions, contact the Campus Hub, 507-389-1866, or campushub@mnsu.edu.

Fall 20_______ Spring 20_______ Summer 20 _________

Name _____________________________________________________ Tech ID __________________________
E-mail _____________________________________________________ Phone ___________________________
Are you? Freshman_______ Sophomore_______ Junior_______ Senior_______ Graduate Student_______ PSEO_______
If you are a senior, did you apply for graduation? ___ yes ___ no Are you an athlete? ___ yes ___ no Do you receive Veteran’s benefits? ___ yes ___ no

Check Type of Appeal
_____ Add class ____ Drop class
_____ I have permission ____ Reinstatement
_____ I have been attending class ____ Other ____________________________________

Course ID Dept Course/Sec # Credits Grading Method Course Title
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Explain why you need to change your registration after the published deadline.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student Signature _________________________________________________________________ Date _________________________

For Office of the Registrar use only: Permission Verified______ Date_________________ Initials__________

Appeal Approved ________ Appeal Denied ________
Approval does not guarantee registration. All registration and financial obligations must be met and class must have availability.

Comments ____________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Office of the Registrar Signature ____________________________________________________ Date _________________________

A member of the Minnesota State Colleges and Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.
This document is available in alternative format to individuals with disabilities by calling the Office of the Registrar at 507-389-6266 (V), 800-627-3529 or 711 (MRS/TTY).
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