

# 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](mailto:registration@mnsu.edu).  
For financial obligation questions, contact the Campus Hub, 507-389-1866, or [campushub@mnsu.edu](mailto: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 _____
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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 \_\_\_\_\_