

**FALL/SPRING  
LATE REGISTRATION & REREGISTRATION CHECKLIST  
Dean's Authorization Required**

**Your dean's authorization is required to late register or reregister for the fall or spring terms after the 7<sup>th</sup> class day.**

**Unless you have your dean's authorization, you cannot attend classes.**

**Immediately schedule an appointment with your academic dean to determine if late registration or reregistration will be allowed.**

- College of Arts & Sciences  
Ms. Lillian Rountree, 710-3940
- School of Business  
Dr. Blaine McCormick, 710-3411  
Ms. Krista Meek, 710-1611
- School of Education  
Ms. Christa Dickson, 710-3699
- School of Engineering & Computer Science  
Dr. Cynthia Fry, 710-4874
- School of Music  
Ms. Georgia Green, 710-3431
- School of Nursing  
Waco Campus: Ms. Diana Kohler, 710-2226  
Dallas Campus: Ms. De-De Henson, 214-820-3378
- School of Social Work  
BSW program: Ms. Angela Fields, 710-6400  
MSW program: Ms. Marilyn Gusukuma, 710-6400
- Graduate School  
Ms. Sherry Sims, 710-4610
- Truett Seminary  
Ms. B. J. Tisdale-Hyatt, 710-6993

**If your academic dean approves your late registration or reregistration, immediately complete the following processes in the order listed below.**

**I. Academic**

- ☐ Complete an advisement form; include the course reference number (*CRN*), prefix, number and section for each course you plan to attend.
- ☐ Obtain your academic dean's signature on the advisement form.
- ☐ Confirm a seat is available for each course you want or contact the academic department to see if a closed class permit may be obtained ([www.baylor.edu/bearweb](http://www.baylor.edu/bearweb)).
- ☐ If a class is closed and you cannot obtain a closed class permit, contact your academic advisor for assistance in adding another class that must be added on a Change in Schedule Form. Next, take the Change in Schedule Form to your dean's office for approval.

**II. Financial**

- ☐ Present the approved advisement form (and Change in Schedule form if applicable) to the Student Accounts Services Office (SASO) located in the Cashier's Office—1<sup>st</sup> floor Robinson Tower.
- ☐ Complete your financial settlement, and SASO will code your account for late registration or reregistration.

**III. Classes**

- ☐ Present the approved advisement form (and Change in Schedule form if applicable) to the Registrar's Office—3<sup>rd</sup> floor Robinson Tower.
- ☐ The Registrar's Office will process your late registration or reregistration, and you will receive an official enrollment verification form for each class.
- ☐ Present the forms to your professors.