



# Late 470 Registration Eligibility Certification

**Eligibility for this process is limited to students who meet the following criteria:**

- Late Registration is limited to the following courses (please check the course for which you plan to register):
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| <input type="checkbox"/> APP470 Internship in American Politics & Policy                 | <input type="checkbox"/> JRN470 Off-Campus Journalism Internship |
| <input type="checkbox"/> BUS470 Cooperative Internship in Economics & Business Analytics | <input type="checkbox"/> LIT470 Internship in Literature         |
| <input type="checkbox"/> CLA470 Internship in Classical Liberal Arts                     | <input type="checkbox"/> MUS470 Music Internship/Practicum       |
| <input type="checkbox"/> HIS470 Internship in History                                    | <input type="checkbox"/> PED470 Internship in Pedagogy           |
| <input type="checkbox"/> INT470 Internship in Strategic Intelligence                     | <input type="checkbox"/> POL470 Internship in Political Theory   |
| <input type="checkbox"/> IPP470 International Politics & Policy Internship               |  |
- In order to register late a student must:
- Be eligible for continued enrollment at PHC;
  - Not be under any academic sanction (academic probation, etc.);
  - Complete this late registration process prior to the first withdrawal deadline listed in the Academic Calendar;
  - Have no obligation to the College (financial or otherwise) that would prevent the registration of credit.
- In registering late, students may only withdraw from courses currently in their schedule. Adding, dropping, or switching sections after the Drop/Add Period is not permitted.
- With the addition of the internship credits, the sum of all attempted credits for the term must be less than or equal to 18.  
For example:
- If you were registered for 15 credits at the end of the Drop/Add Period, the maximum number of credits that you may add is 3.
  - If you were registered for 12 credits at the end of the Drop/Add Period and withdraw from 6 credits, the maximum number of credits that you may add is 6.
  - If you were registered for 18 credits at the end of the Drop/Add Period, you are not permitted to register for any further credits.
- As always, the student maintains responsibility for all student billing and financial aid implications that may arise as a result of the late registrations.

**I meet the criteria listed above and, subject to verification of eligibility, understand that a Late Apprenticeship Fee of \$100 will be added to my student account as a result of this registration.**

Student Name: \_\_\_\_\_

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

Please attach this form to a completed Apprenticeship Registration Update form and a completed Registration & Schedule Update form and submit to the Office of the Registrar.