



# 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):

APP470 Internship in American Politics & Policy

CLA470 Internship in Classical Liberal Arts

EBA470 Cooperative Internship in Economics & Business Analytics

HIS470 Internship in History

INT470 Internship in Strategic Intelligence

IPP 470 International Politics & Policy Internship

JRN470 Off-campus Journalism Internship

LIT470 Internship in Literature

MUS470 Music Internship/Practicum

POL470 Internship in Political Theory

SCI470 Clinical or Research 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 Registration & Schedule Update form and submit to the Office of the Registrar.