



# Late Apprenticeship Registration Eligibility Certification

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

- Late registration is limited to only to the following courses (please circle the course for which you are planning to register):

APP470	American Politics & Policy Internship
CLA470	Classical Liberal Arts Practicum / Apprenticeship
HIS470	Internship in History
INT470	Internship in Strategic Intelligence
IPP470	International Politics & Policy Internship
JRN470	Off-Campus Journalism Internship
LIT470	Internship in Literature
POL470	Internship in Political Theory

- In registering late, students may only withdraw from other courses. Adding, dropping, or switching sections after the drop/add period is not accommodated.
- With the addition of the internship credits, the sum of all attempted credits for the term must be equal to or less than 18. For example:
  - If you were registered for 15 credits at the end of the drop/add period, the maximum number of credits for which you are eligible 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 for which you are eligible is 6.
  - If you were registered for 18 credits at the end of the drop/add period, you are not eligible for the late registration of any credits.
- The 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 in the middle of the semester, according to the Academic Calendar;
  - have no obligation to the College (financial or otherwise) that would prevent the registration of credit.
- As always, the student maintains responsibility for all student billing and financial aid implications that late registration changes may create.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Eligible students should attach this form to the completed Apprenticeship Registration Update and the completed Registration & Schedule Update and submit to the Apprenticeship Coordinator.*