

Re-Registration Procedures – After Final Cancellation Date

1. All students having their courses cancelled should contact Student Business Services to ascertain the reason their courses were cancelled.
2. At Student Business Services, the student will make a payment in full, sign up for the deferred payment plan (making the down payment plus \$50.00 enrollment fee), or provide proof that financial aid has been awarded him/her enough aid to cover his/her tuition and fees. This payment will also include a re-enrollment fee of \$100.00
3. The student will then download a Re-Registration Form from the Registrar's website.
 - a. The student should fill out the form, and email the same to sbs@deltastate.edu and registrar@deltastate.edu.

Please include the following in the **subject line** of the email:
Registration, your name and student id (example: Re-registration John Smith 900123456).
Please include the following **message to SBS**:
Dear Student Business Services – Please respond to all via email to let us know whether you agree that I can be re-registered for my classes.
 - b. Student Business Services should respond to all and notify the Registrar's Office if they agree that the student can be re-registered for their courses.
 - c. Once the Registrar's Office has received the response from Student Business Services, the student will be re-registered in all of the courses for which the instructor confirmed re-registration as long as the classes are not already full. If the class is full, the student would have to get instructor to email the Registrar's Office with approval to be added back to the course.

ONLINE STUDENTS

Online students need to contact Student Business Services via telephone or email at sbs@deltastate.edu, if their courses are cancelled. The same procedures above will need to be followed except payment would need to be made online.