

CLOSED CLASSES

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may enter a closed class that has not reached room capacity only with permission of one of the following by using the online **Registration Action Form - Add a Closed Class** found on this page (<https://www.pace.edu/registrar/forms/>):

- the department chair,
- the assistant/associate dean, or
- the advising office of the school/college in which the course is offered.

After this time, the student needs the permission of the instructor and one of the following:

- the department chair,
- the assistant/associate dean, or
- the academic advising office¹ of the school/college in which the course is offered.

Permission from the Instructor and the assistant/associate dean is not guaranteed, and the University may reserve the right to decline any attempts at registration after the late registration period has ended for any given semester.

¹ For non-matriculated students, your adviser may be found in the Office of Undergraduate Admission.