How to Access Late Registration Forms:

Daily Registration Form Review Method:
- You will receive a daily notice of how many late registration forms are currently in your queue to review.
- This email will include a direct link to your forms queue within Slate Reader.
- Click on the Link and login with your Net ID and password.
- You will also be prompted to 2FA.

OR

Access Slate Directly:
- Log in at https://choose.illinois.edu/reader with your Net ID & Password.
- If prompted with multiple workflows, click the Late Registration Forms Workflow.
- Click on Queue.

How to Review Late Registration Forms:

1. Click on the first student listed
2. Review the request
3. Click on the “Review Form / Send to Bin” link (bottom righthand corner)

See the next page for review form instructions!
Complete the LRC Faculty Review Form:

1. Review any comments at the top provided by the department contact.

2. Students may request up to 6 registration changes within one form; you’ll need to review each request to find the request(s) where your name or Net ID has been listed in the Instructor Approval section.

3. Select Approve or Deny for the Instructor Decision.

4. Enter today’s date for the Instructor Decision Date.

5. Click Send at the bottom of the page (in the Send to Bin section).