

Office of the Registrar | Old Main Room 32 Mail: 1000 N. Main St. Findlay, OH 45840

Email: registrar@findlay.edu Phone: 419-434-4556

Course Registration Special Request

This is a general form used for registration that cannot be completed via Self-Registration. To request registration for a full course, please use the *Full Course Registration Request*.

Course Information Course: Course Name: Course Name: Reason for request: Time Conflict (minimal time overlap between courses) - Approval is required from the instructor of the course that you are coming late to or leaving early from. Late Add (Student Self-Registration period has ended) Prerequisite or Corequisite Override (example: taking a lecture without the lab as a refresher or to replace a prior grade) Other - please specify: Student Signature Date Instructor Name Instructor Signature Date Requests will be reviewed on a case-by-case basis. Notifications will be sent via UF email.	Year:	Acad	emic Period (e.g., Fall, Spring):	
Course Information Course: Course Name: Subject Code Number Section Reason for request: Time Conflict (minimal time overlap between courses) - Approval is required from the instructor of the course that you are coming late to or leaving early from. Late Add (Student Self-Registration period has ended) Prerequisite or Corequisite Override (example: taking a lecture without the lab as a refresher or to replace a prior grade) Other - please specify: Student Signature Date Instructor Name Instructor Signature Date Requests will be reviewed on a case-by-case basis. Notifications will be sent via UF email.				 Middle Initial
Course: Course Name:	Student ID:			
Reason for request: Time Conflict (minimal time overlap between courses) - Approval is required from the instructor of the course that you are coming late to or leaving early from. Late Add (Student Self-Registration period has ended) Prerequisite or Corequisite Override (example: taking a lecture without the lab as a refresher or to replace a prior grade) Other - please specify: Student Signature Date Instructor Name Instructor Signature Date Requests will be reviewed on a case-by-case basis. Notifications will be sent via UF email.	Course Information			
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