

Registration Request

This is a general form used for registration that cannot be completed via Self-Registration.

 Year:

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Academic Period (e.g., Fall, Spring): _____

 Student: _____

Last Name
First Name
Middle Initial

Student ID: _____

Course Information

 Course: _____ Course Name: _____

Subject Code
Number
Section

Reason for request (select all that apply):

<input type="checkbox"/>	Course Section is Full (waitlisted/closed) (<u>Approval of the Department Chair is also required</u>) Reason for bypassing waitlist (e.g. student is in senior year): _____ _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;">_____</td> <td style="width: 30%; border: none;">_____</td> <td style="width: 30%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Department Chair Name</td> <td style="border: none;">Department Chair Signature</td> <td style="border: none;">Date</td> </tr> </table> Requests to be enrolled in a full course will not be accepted until August 1 (for Fall term courses), December 1 (for Spring Term courses), or April 1 (for Summer term courses).	_____	_____	_____	Department Chair Name	Department Chair Signature	Date
_____	_____	_____					
Department Chair Name	Department Chair Signature	Date					

- Late Add** (Student Self-Registration period has ended)
- Time Conflict** (minimal time overlap between courses)
 - Approval is required from the instructor of the course that you are arriving late to or leaving early from.
- 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

Please take care of student registration holds before submitting this request.

OFFICE USE ONLY

Date Received: _____ Processed By: _____ Date Processed: _____