



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):

☐ **Course Section is Full (waitlisted/closed)** (Approval of the Department Chair is also required)
Reason for bypassing waitlist (e.g. student is in senior year): _____

Department Chair Name Department Chair Signature Date
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).

- ☐ **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: _____

04/2022