

Request to Exceed Maximum Undergraduate Course Registration

Policy Statement

Students may register for an undergraduate course a maximum of two (2) times. This includes audits, Ws, CWs, letter grades, and pass/fail (P/F) grades. Exempted from this policy are 1) courses dropped without a W and 2) courses that may be repeated for credit, such as studio art courses, private music lessons, and selected fitness activity courses. This form will not be accepted after the last date to add courses with permission for any session.

Student Information

| | | | |
|------------|-----------|--------------|------------|
| First Name | Last Name | Phone Number | Student ID |
|------------|-----------|--------------|------------|

Previous Enrollment in the Course

| Course Subject | Catalog Number | Semester Enrolled | Grade |
|----------------|----------------|-------------------|-------|
| | | | |
| | | | |
| | | | |

Justification for Request

Courses Requested to be Added

| Semester/Year | Class # | Subject | Catalog Number | Section | Permission Number* | Waitlist if full? |
|---------------|---------|---------|----------------|---------|--------------------|--------------------------|
| | | | | | | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> |

*If this course is full, you must also obtain a permission number from the instructor/department of the class. If the last day to add without permission has passed, you must also obtain a permission number from the instructor/department of the class.

The student is responsible for obtaining all signatures.

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

| | |
|--------------------------------------|------|
| Academic Advisor—Print Name and Sign | Date |
|--------------------------------------|------|

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|--|------|
| Department Chair Signature—Print Name and Sign (from the department offering course) | Date |
|--|------|

Registrar's Use