

# 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

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First Name	Last Name	Phone Number	Student ID
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## 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.

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Student Signature	Date
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Academic Advisor—Print Name and Sign	Date
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Department Chair Signature—Print Name and Sign (from the department offering course)	Date
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Registrar's Use