



REQUEST FOR ENTRY TO A CLOSED (FULL) CLASS

Student: _____ Student ID#: _____

Contact# / email: _____ Semester: _____ Course/Section: _____

I desire entry into the above-stated class for reason(s) stated below. If approved, I must present this form during the registration period to the Admissions & Records Office to add this course to my class schedule.

Reason(s): (check all that apply)

- Prospective graduating senior attempting to complete requirement for graduation.
- Attempting to complete course work prior to student teaching.
- Course is only offered once a year.
- Cannot progress within my academic program until this course is completed.
- Other: _____

x _____
Student's Signature Date

x _____ x _____
Course Instructor's Name (Print) / Signature Date Course Dean/Admin Chair Name (Print) Date

Note: if you decide not to attend class(es) and do not officially withdraw from class(es), you are liable for tuition and fees and will be billed accordingly, and will receive an Unofficial Withdrawal (UW) grade, which will affect your gpa.



REQUEST FOR ENTRY TO A CLOSED (FULL) CLASS

Student: _____ Student ID#: _____

Contact#/email: _____ Semester: _____ Course/Section: _____

I desire entry into the above-stated class for reason(s) stated below. If approved, I must present this form during the registration period to the Admissions & Records Office to add this course to my class schedule.

Reason(s): (check all that apply)

- Prospective graduating senior attempting to complete requirement for graduation.
- Attempting to complete course work prior to student teaching.
- Course is only offered once a year.
- Cannot progress within my academic program until this course is completed.
- Other: _____

x _____
Student's Signature Date

x _____ x _____
Course Instructor's Name (Print) / Signature Date Course Dean/Admin Chair Name (Print) Date

Note: if you decide not to attend class(es) and do not officially withdraw from class(es), you are liable for tuition and fees and will be billed accordingly, and will receive an Unofficial Withdrawal (UW) grade, which will affect your gpa.