

# REQUEST FOR ENROLLMENT EXCEPTION

Semester:    Fall             Spring             Summer             Year: 200\_\_

Name (Last, First, MI): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EmplID: \_\_\_\_\_ OR Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Class ID Number	Subject	Catalog Number	Section	Units	Class Name
25741	EXM	100	01	3	Example Name

## Enrollment Exception Requested:

1. Request to register for more than 18 credits. *Requires Dean of Instruction approval.*
2. Request to enroll in the above-listed course(s) beyond the second attempt. *Requires Dean of Instruction approval.*
3. Request to audit the above-listed courses(s). Note: audited classes are not counted in student's course load for financial aid. *Requires Dean of Instruction approval.*
4. Request to add the above-listed course(s) after the last official date to register; student **HAS BEEN ATTENDING** the class(es) although not officially enrolled. Request must be processed by withdrawal-with-refund date. *Requires Instructor and President permission.*
5. Request to add the above-listed course(s) after the last date to register; student **HAS NOT BEEN ATTENDING** the class(es). Request must be processed by withdrawal-with-refund date. *Requires Instructor, Dean of Instruction and President approval.*
6. Request to add the above-named class(es) after the withdrawal-with-refund date. *Requires Instructor, Dean of Instruction and President approval. Requires Special Circumstances Form completion (on reverse).*
7. Request to withdraw from the above-listed class(es) after the official withdrawal-without -penalty date has past. A "W" grade is assigned.. No refund is made. *Requires Dean of Instruction approval. Requires Special Circumstances Form completion (on reverse).*
8. Request to drop the above-listed class(es) after the official withdrawal-with-refund date has past. Class enrollment is deleted. A refund is made. *Requires Dean of Instruction approval. Requires Special Circumstances Form completion (on reverse).*

I wish to be considered for the following enrollment exception(s) marked above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor:  Approved  Not Approved Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Dean of Instruction:  Approved  Not Approved Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

President:  Approved  Not Approved Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Registrar Office:  Entered in SIS  Contacted FA, Cashier, VP Fin. Initials: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

