



**THIRD ENROLLMENT REQUEST FORM**

Student: Please use this form to request permission to take a course (s) more than twice. Complete the top section through the reason for request. Please take this form to your Academic Dean/Advisor for approval. All requests for third (3<sup>rd</sup>) enrollments into classes must be "submitted and acted upon" prior to the first day of classes for the term of enrollment.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

Course requested for repeat:

Class Number (i.e. 40654)	Course Prefix (i.e. HIS 101)	Section No. (i.e. 02)	Course Title (i.e. History of Western Civ.)

Reason For Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Reason for approval, or relevant notes if not approved:

\_\_\_\_\_  
\_\_\_\_\_

Committee signature and date:

\_\_\_\_\_

(rev.11/2016)