



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 (3rd) 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:

Table with 4 columns: 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:

Three horizontal lines for text entry.

OFFICE USE ONLY

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

Reason for approval, or relevant notes if not approved:

Two horizontal lines for text entry.

Dean/VP signature and date:

Two horizontal lines for signature and date.

(rev.12/2020)