Pre-registration Assistance Form

*Not valid until filed in the Registrar’s Office by the student.*

If you are not able to register yourself for classes at your assigned pre-registration time, you may submit this completed form to the Registrar’s Office. A member of the Registrar’s Office will then register you at your assigned time.

*Directions and Important Information:*

* **In order for your course registration to be processed**, the below information must be completed. A minimum of one alternate schedule must be provided.
* **Adviser clearance is required** prior to your pre-registration time in order to be pre-registered. *This excludes students who are currently studying off campus.*
* **If a course requires consent,** it is your responsibility to obtain approval by contacting the professor via email to request that he/she gives you electronic consent for your enrollment in the course.
* **Academic overload:** No student will be allowed to enroll in an academic overload during pre-registration. This means that you may pre-register for up to 18 academic credits and an unlimited number of activity credits during pre-registration.  You will need to wait until registration begins at the start of next semester to submit your request for academic overload.

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| **Student Information:** | |
| **Name:** | **WID:** |
| **Pre-registration Date:** | **Pre-registration Time:** |
| **Reason you cannot pre-register yourself:**  **€**Studying abroad/time difference **€**Traveling for athletic or club event; team/club name:  **€**No/poor internet access **€**Other; please explain: | |

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| **Requested Course Schedule:** | | | | | | | | |
| **1st Choice Course & Section** | **Credits** | **Instructor** | **Alternate Course & Section** | **Credits** | **Instructor** | **Alternate Course & Section** | **Credits** | **Instructor** |
| ***Example:*** *PHYS-246-B* | *3* | *Moore* | *REL-103-A* | *4* | *Walters* | *THTR-225-A* | *4* | *Cerullo* |
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| **Please note below any additional information you would like the Registrar’s Office to know:** |
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