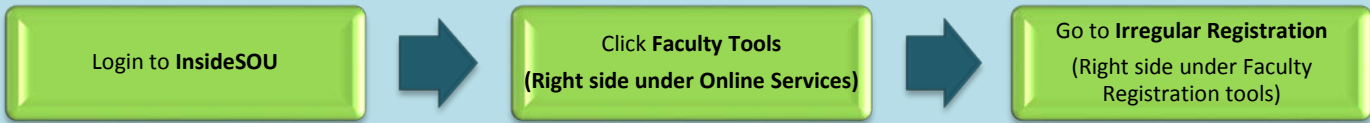


Irregular Registrations

LOCATING THE FORM

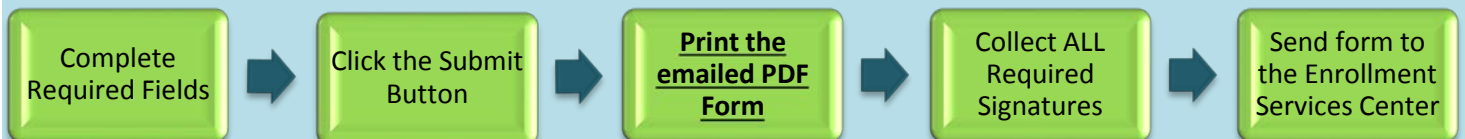


CHOOSING THE CORRECT FORM

Non Open-Numbered Form: This form is for courses that have full, distinct catalog descriptions.

Open-Numbered Form: This form is for courses that do not have distinct catalog descriptions. Examples: Research, Reading & Conf., Thesis, Seminar, Special Studies, some Workshops, Practicums, and Capstones.

COMPLETING AND SUBMITTING THE FORM



NOTES

• Why Online

Online has required fields to make sure all pertinent information is entered and legible for permanent record. Online also allows for an electronic copy of the form as backup; *however*, the electronic copy does not suffice for processing because it does not have the required signatures.

• Courses Offered

Forms should not be used for courses currently offered that term, *unless* there is attached documentation of extenuating circumstances.

Open-numbered courses *should not* be used to offer deleted courses that are no longer part of the catalog.

• Late Fee - Excludes Summer

A \$100 late fee will be applied for all non open-numbered forms received after the 4th week.

• Deadline

After the 7th week of a term, any forms received will be applied to the upcoming term.

• Student Signature

If a student is not able to sign the physical form, then an email from the student stating they want to register for the course will suffice.

• Student Access

Students should not be completing the form, or transporting it across campus for signatures or delivery. Forms will not be processed if delivered by a student.