

Procedure for Registering a student in a Course that is already full.

1. The Student obtains the Registration Transaction Form from the Registrar's Office, completes the top portion of the Form, and signs it.
2. The Student enters the requested course(s) on the ADD section of the Transaction Form
3. The student takes the completed Form to the Instructor of the course for approval
4. The Instructor first prints his/her name and then signs legibly beside the course.
5. The student brings the completed, signed Form to the Registrar's Office for processing.

Procedure for Withdrawing from a Course after the Deadline of Drop/Add

1. The Student obtains a Registration Transaction Form from the Registrar's Office
2. The student completes and signs it.
3. The student asks the Instructor whose class he/she is withdrawing from to first print his/her name and then sign legibly beside the course.
4. The student brings completed, signed Form to the Registrar's Office for processing. The course, after processing will have a Permanent Grade of "W" beside it which should not be changed.

Procedure for Overriding a Course Pre-Requisite

Only Department Chairpersons have authorization to override Course Pre-Requisites.