SEATTLE UNIVERSITY

DEPARTMENTAL MANUAL REGISTRATION

▶CHECK ONE◀
□ REQUEST TO ENTER A CLOSED CLASS (RMRGCC)
□ REQUEST TO ENTER A CLASS W/OUT PREREQ'S (RMRGPQ)
□ INSTRUCTOR PERMISSION REQUIRED (RMRGIP)

~ Print in Ink ~

INSTRUCTIONS:

1. Use this form when you cannot complete your registration via SU Online because of one the above conditions.
2. To register, present this completed form to the Department offering the course by the add/drop deadline published in the University Academic Calendar.
3. The date this form is received by the Department is considered the effective date of the registration.
4. This form will not be processed if submitted past the add/drop deadline.
   For a current quarter, late add/drop by using a *Petition to the Dean*.
5. Undergraduate students cannot register for more than 18 credits. If this course will put you over, you must also drop a course.

Student ID Number: _____ Phone Number: (_____)_____
Area Code

Student Legal Name: _____ SU Email: _____@seattleu.edu
Last First Middle

Class Level: □ FR □ SO □ JR □ SR □ GR □ Post-Bacc □ Non-Matric

College or School of major: _____ Major or Program _____

Registration Term/Year (Fill in year): Fall ____ Winter ____ Spring ____ Summer ____
Year Year Year Year

CLASS TO BE ADDED:

SUBJECT & NUMBER (ex: PHIL 345)	SECTION NUMBER (ex: 01)	NUMBER OF CREDTIS	COURSE TITLE	INSTRUCTOR NAME

ALTERNATE IF ABOVE CLASS IS UNAVAILABLE:

SUBJECT & NUMBER (ex: PHIL 345)	SECTION NUMBER (ex: 01)	NUMBER OF CREDTIS	COURSE TITLE	INSTRUCTOR NAME

GRADING OPTION (check one): □ Letter □ Audit □ Pass/Fail

CLASS TO BE DROPPED IF ABOVE COURSE PUTS TOTAL CREDITS OVER 18:

SUBJECT & NUMBER (Ex: PHIL 345): _____ SECTION NUMBER (EX: 02)_____ NUMBER OF CREDITS_____

▶ Student Signature: _____ Date: _____

If requesting permission to enter classes with a time conflict or to overload credits, you must complete a Petition to the Dean.

DEPARTMENT APPROVAL:

Processed by: _____ Date: _____

Problem: _____

Student notified by emailed on: _____

Distribution: Department student file