



**▶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.

Seattle U ID: \_\_\_\_\_ 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 3450)	SECTION NUMBER (ex: 01)	NUMBER OF CREDITIS	COURSE TITLE	INSTRUCTOR NAME

**ALTERNATE IF ABOVE CLASS IS UNAVAILABLE:**

SUBJECT & NUMBER (ex: PHIL 3450)	SECTION NUMBER (ex: 01)	NUMBER OF CREDITIS	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 3450): \_\_\_\_\_ 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: \_\_\_\_\_