

Registration Issue

Name: _____ UIN: _____

What is the CRN for the course that you are trying to register for? _____

What is the course name and prefix? _____

Term (please circle one): Summer 2012 Fall 2012

Please list a phone number where we may reach you within 24 hours: _____

If you received the following registration messages, you **do not** need to fill out this form:

1. Closed section
 - a. The course is currently full. Please continue to look for open seats. Advisors **do not** permit students into closed courses, unless the Instructor has provided written permission to do so. If the course has a Waitlist, the Instructor **cannot** permit students into the closed course.
2. Closed - Waitlisted; Open - Waitlisted; Closed - Waitlist Full
 - a. Please follow the instructions for adding yourself to a Waitlist. You may find these instructions at the following site: <http://www.fgcu.edu/Registrar/waitlistforstudents.html>
3. Instructor Approval
 - a. The course requires Instructor Approval. Please contact the Instructor, and if you do receive approval to be registered for this course, please provide the CAS Advising Office with written documentation of this approval. If you have received approval via email, please forward the email to casadv@fgcu.edu

Please circle the Registration Error Message you received:

1. Prerequisite error
 - a. What are the prerequisite(s) for this course and what grade did you receive?

_____	_____
Course	Grade

_____	_____
Course	Grade

_____	_____
Course	Grade

- b. Are you taking the pre-requisites at another institution? _____
* If yes, please make sure you have submitted this course for approval on FACTS.org.

2. Corequisite error

- a. Did you verify that you are attempting to register for both the lecture and lab? (Example: MAC 1105 and MAC 1105L) _____
- b. Did you already complete either the lecture **or** lab with a “C” or better, and you need to only register for the other component? (Example: You completed CHM 1045 with a “D” and CHM 1045L with a “C”; you need to register for only CHM 1045) _____

3. Class Restriction

- a. Are you currently at the class-level needed in order to take this course? (Example: The class is restricted to Juniors and you are a Sophomore.)

Circle one: Yes No I don't know

Other Registration Issues (please circle):

1. I need my maximum hours increased to: _____ , for (circle one): Summer 2012 or Fall 2012
2. I am currently on Academic Notice, I have met the Center for Academic Achievement requirements to make changes to my schedule, and I have met with an Academic Advisor to review my courses.
 - a. I need to add the following course to my schedule:
 - i. Course name and prefix: _____
 - ii. Course CRN: _____
 - iii. Term (circle one): Summer 2012 Fall 2012
 - b. I need to drop the following course from my schedule:
 - i. Course name and prefix: _____
 - ii. Course CRN: _____
 - iii. Term (circle one): Summer 2012 Fall 2012

Student's signature

Date