

Part 1 General Information

<p>General Information: This form is for registration functions that can't be completed by the student in the Access/Banner system. University policies related to these registration functions, though not listed in their entirety on this form, will be followed. Policies are found at http://catalog.usu.edu/.</p> <p>A Note to Advisors: Most of the authorizations listed on this form can be approved electronically in the Banner form SFASRPO. This allows the student to register online rather than via this form at the Registrar's Office.</p>	<p>Waitlist Restrictions: Waitlists cannot be overridden, even with the instructor's signature. Students should put themselves on waitlists when available.</p>	<p>Signature Limitations: All Signatures must be dated. *Instructor signatures are valid for 3 business days, not counting the day on which the signature was given.</p>
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Part 2 Semester and Student Information

Semester and Year	Last Name	First Name	Student ID ('A-Number')
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Part 3 Course Information and Signatures

Course Add / Drop	<p>Use for: Adding courses that are: 1) full 2) always require an instructor's signature 3) added for audit. This section may also be used for dropping courses. When adding, this section must be signed by the course instructor. The audit option cannot be reversed.</p>									
	CRN (5 digits)	Subject	Course # (4 digits)	Section (3 digits)	Credits	Instructor Printed Name (Not needed for Drop)	*Instructor Signature (Not needed for Drop)	Date	Audit	Drop
									<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>

Special Approval	<p>Use for: Adding courses that have a prerequisite, major, degree, department, and/or other restrictions. This section must be signed by an advisor in the department of the course(s). Advisors can also give electronic permission so the student may register online.</p>							
	CRN (5 digits)	Subject	Course # (4 digits)	Section (3 digits)	Credits	Advisor Printed Name	**Advisor Signature	Date

Time Conflict	<p>Use for: Adding courses that conflict on day and time. The instructor of each conflicting course must sign to indicate that they are both aware that the student could be missing a portion of one or both classes.</p>							
	CRN (5 digits)	Subject	Course # (4 digits)	Section (3 digits)	Credits	Instructor Printed Name	*Instructor Signature	Date

Pass / Fail	<p>Use for: Changing courses from the standard A-F grading mode to the Pass / D+, D, or F grading mode. A grade of C- or better will result in a notation of 'P' on the student transcript which does not affect the student's GPA. D+, D, and F grades will show on the transcript and will calculate into the GPA. This section must be signed by the student's academic advisor and cannot be reversed. <i>Note: there may be a delay of up to two weeks before the notation of 'P' will show on the student transcript.</i></p>							
	CRN (5 digits)	Subject	Course # (4 digits)	Section (3 digits)	Credits	Advisor Printed Name	**Advisor Signature	Date

+ Credits	<p>Use for: Increasing the default credit limit of 18 for the semester. This form must be signed by the student's academic advisor who must also specify how many credits are being authorized.</p>			
	Credits Authorized	Advisor Printed Name	**Advisor Signature	Date

Part 4 Student Agreement and Signature

I certify that, to the best of my knowledge, all information provided on this form is correct and no unauthorized changes have been made. I also certify that all signatures are authentic and free of forgery. I understand that forging a signature or knowingly providing false information can lead to disciplinary action.

➔ Student Signature:	Date:
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Part 5 Office Use Only

Processed by:	Date:
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