



**THIRD ENROLLMENT REQUEST FORM**

Student: Please use this form to request permission to take a course (s) more than twice. Complete the top section through the course information. Please bring the form to the Admissions Office so that the Admissions Committee can meet to review the request. All requests for third (3<sup>rd</sup>) enrollments into classes must be “submitted and acted upon” prior to the first day of classes for the term of enrollment.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Semester \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

Course requested for repeat:

Class Number (i.e. 40654)	Course Prefix (i.e. HIS 101)	Section No. (i.e. 02)	Course Title (i.e. History of Western Civ.)

Reason For Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Reason for approval, or relevant notes if not approved:

\_\_\_\_\_  
\_\_\_\_\_

Committee signature and date:

\_\_\_\_\_