Registration Issue Form

*Please make sure you fill out both sides of this form*

Name: ___________________________________  UIN: ___________________  Email: ___________________

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

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

What is the course prefix, number, and name? _______________________________________________________

Term (please circle one):  Summer  Fall  Spring

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 FLVC.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  Fall  Spring

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  Fall  Spring

   b. I need to drop the following course from my schedule:
      i. Course name, prefix, and number: _________________________________
      ii. Course CRN: __________________________
      iii. Term (circle one):  Summer  Fall  Spring

_________________________________  _______________________
Student’s signature  Date