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| **Closed Course Request Form** | |
| **WHO SHOULD COMPLETE THIS FORM?**  Students should manually try to drop/add to secure a seat in their preferred section of any given course. As soon as a seat becomes available, you can choose to manually drop the current course and register for the open seat in the preferred course. If the open seat is taken before you register, you may lose your original seat and would then need to complete the closed course request form. You are always encouraged to try to add the preferred course until drop/add closes. | |
| **WHO SHOULD COMPLETE THIS FORM?**  Students interested in registering for a *closed course with* ***no open*** *seats,* | |
| **WHO SHOULD *NOT* COMPLETE THIS FORM**?  Students who are trying to register for a different section of the same course. | |
| **WHO WILL GET OPEN SEATS?**  Students will be given seats in the order in which the request was received. You will be notified of the change via your Trocaire email account. | |
| **WHAT IF I GET A SEAT AFTER I SUBMIT THIS FORM?**  Please notify the registrar if you change your plans and no longer want or need the course you requested on the closed course request. This will allow us to offer your seat to the next student who is eagerly waiting for a seat. | |
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| Semester Please Check One   * Fall Spring Summer Minimester | |
| First, Middle, Last |  |
| Student ID or Last 4 SS# |  |
| Phone # |  |
| Program |  |
| Course # |  |
| Section # |  |
| Course Name |  |
| Instructor Name |  |
| * Consent\*    I accept | I hereby certify that by selecting the “I Accept” button, I am signing this request form electronically and that my electronic signature is the same as my handwritten signature. |
| If you are registered for the requested course(s) your total credit hours will increase.  You will be responsible for either dropping a different course or notifying Financial Aid of the increased credit hours. | |