

COURSE REQUEST FORM

NAME _____ Last _____ First _____ MI _____ Student ID Number _____

INSTRUCTIONS Print Clearly

SEMESTER Fall Summer Spring YEAR _____

1. Check the appropriate transaction box.
2. Select alternates for courses you are adding.
3. Course information may be found in the Schedule of Classes

<input type="checkbox"/> Add for credit		Course Ref. No.	<input type="text"/>	Subj.	<input type="text"/>	Course	<input type="text"/>	Credits	<input type="text"/>
<input type="checkbox"/> Add for audit									
<input type="checkbox"/> Drop									
<input type="checkbox"/> Withdraw	Alternative Selection:	Course Ref. No.	<input type="text"/>	Subj.	<input type="text"/>	Course	<input type="text"/>	Credits	<input type="text"/>

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All students: I understand I will not receive credit for these courses if my academic eligibility is not established.
Graduate students: I am prepared to document that I meet the requirements and prerequisites from the listed graduate level course(s) as outlined in the current graduate bulletin and understand that I may be removed from the course(s) if I am not qualified.
Special Undergraduates: Special non-degree seeking undergraduates are limited to 11 credit hours per semester.

STUDENT SIGNATURE _____ DATE _____

ADVISOR SIGNATURE _____ DATE _____



Virginia Commonwealth University
 Office of Records & Registration
 Division of Student Affairs & Enrollment Services
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<http://www.vcu.edu/enroll/rar/>