Submit form to Records and Registration

ANOKA-RAMSEY COMMUNITY COLLEGE

Office Use Only:

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Processed by

Registration Course Request

- After completing the form and obtaining instructor's approval, submit this form at the Records and Registration window within one business day of receiving the instructor's signature.
- Bookstore notice: Processing of this form does not exempt students from textbook return/refund deadlines.
- Financial Aid notice: Processing of this form may change Pell Grant eligibility: Contact Financial Aid with questions.
- Students are limited to a total of 22 credits per semester at MnSCU institutions.
- **The payment deadline has passed. Payment is due upon registration. Students should check with the Business Office and/or Financial Aid regarding payment after changes have been made to their registration.**

Student Name _____ **Student/Tech ID** _____
Last **First** **MI** **(Not your Star ID)**

Reason for Request_____

Phone #:_____**Email:**_____

I agree to take full responsibility for my performance in the class/classes I am requesting.
I agree to take full responsibility for payment of the class/classes I am requesting.

Signature_____**Date**_____

Section 1. Time Conflict (Override)

Course ID	Department	Number	Section	Course Start Date	**Faculty: Sign and date:** Adds: if student is not at academic risk for late entry into the class. Must be signed by both instructors.	
Ex: 000243	*ENGL*	*1121*	*01*	*MM/DD/YYYY*		
						__/__/__
						__/__/__
						__/__/__

Section 2. Add Beyond Course Max Size **(after wait-lists have ended for the semester)** **(First and second week of semester)**
****Processed by Registrar only****

Course ID	Department	Number	Section	Course Start Date	**Faculty: Sign and date:** Approved to Add Beyond Course Max Size – student is not at academic risk for late entry into the class. **Note to faculty: Overloading a class is subject to contract limits.**	
Ex: 000243	*ENGL*	*1121*	*01*	*MM/DD/YYYY*		
						__/__/__
						__/__/__
						__/__/__

Section 3. Late Entry – Add Course **(Second week of semester and Late-Start Courses only)**
Students should check with the Business Office and/or Financial Aid regarding payment after changes have been made to their registration.

Course ID	Department	Number	Section	Course Start Date	**Faculty: Sign and date:** Adds: if student is not at academic risk for late entry into the class	
Ex: 000243	*ENGL*	*1121*	*01*	*MM/DD/YYYY*		
						__/__/__
						__/__/__
						__/__/__
						__/__/__

Section 4. Add/Drop Exchange **(Second week of semester and Late-Start Courses only)**

Add/Drop	Course ID	Department	Number	Section	Course Start Date	**Faculty: Sign and date:** Adds: if student is not at academic risk for late entry into the class.	
	Ex: 000243	*ENGL*	*1121*	*01*	*MM/DD/YYYY*		
Drop							__/__/__
Add							__/__/__