



EXTRA COURSE REGISTRATION

- Students in **good academic standing** are allowed to take an extra course without incurring additional tuition charges.
- Extra courses are for completing additional majors or minors, for makeup work, academic supplement, etc.
- Extra **course approval is granted & Cyberfriar Registration** is conducted by your class dean on a **space-available basis**.
- Extra course requests cannot be honored for students on **REGISTRATION HOLD** (financial, discipline, etc.).
- All extra course requests (including Academic Internships, Independent Study and Research) must include the **CRN**.
- SCE courses are NOT available as extra courses until Administrative Course Adjustment – see details below
- Students may NOT advance their academic status through extra courses; the College's 8-semester graduation policy applies.

Normally, registration for an extra course takes place beginning August 15th for the fall semester and December 15th for the spring semester. Please complete the form and submit to dean@providence.edu Requests will be processed on a "first-come-first-served" basis.

Extra Course registrations during *Administrative or Late Course Adjustment periods* will be processed by scheduling an appointment with your class dean in Harkins 213 by phoning 401.865.2495. Extra course registrations submitted during the "late adjustment period" are subject to a late fee of \$150.

Name:	
Banner ID:	
Cell Phone:	
Class Year:	
Course Title/Number:	
CRN:	
My reason for taking an extra course:	
*Student Signature:	

**I do not have a registration hold and I understand that I cannot advance my academic status through extra courses.*

OVER-ENROLLMENT: Extra course registration is allowed on a space-available basis; however, if the course instructor and department chair consent to over-enrollment, the class dean will honor this and register the student.

ADMINISTRATIVE OR LATE COURSE ADJUSTMENT: All course registrations during this period of registration (starting the 2nd week of the semester), require the signature approval of both the instructor and chair/director.

Print Instructor Name	Instructor Signature Approval	Date
Print Chair/Director Name	Chair/Director Signature Approval	Date

SCE EXTRA COURSE APPROVAL: Only junior and senior level students may register for SCE courses. Registration priority for SCE courses is given to SCE students. SCE "Distance Learning" and "Term" courses cannot be taken as extra courses. Space availability in the SCE is determined after the first week of classes and only after the SCE Dean makes over-enrollment decisions for students taking the normal course-load. No student will be registered in an SCE course after it has met twice. Because of these constraints and this timeline, it is recommended that you pursue day school extra course options over SCE courses.

SCE Dean Extra Course Signature Approval:	Date