

SCHOOL OF BUSINESS - PROVIDENCE COLLEGE
SPRING 2018 ENROLLMENT EXCEPTION REQUEST

PCSB WILL ONLY ACCEPT EXCEPTION REQUESTS FOR CLOSED SECTIONS OF COURSES. STUDENTS MUST BE OF JUNIOR OR SENIOR STATUS AND MUST WAITLIST THEMSELVES ON THE PC CYBERFRIAR WAITLIST. ALL STUDENTS WITH HOLDS PREVENTING REGISTRATION SHOULD SUBMIT AN EXCEPTION REQUEST FORM.

RETURN COMPLETED FORM TO PCSB UNDERGRADUATE OFFICE IN RYAN CENTER 135. NO EXCEPTION REQUESTS WILL BE ACCEPTED AFTER TUESDAY, NOVEMBER 21. SUBMISSION OF FORM DOES NOT GUARANTEE ENROLLMENT IN COURSE. STUDENTS SHOULD REGISTER FOR A COMPLETE SCHEDULE IN THE EVENT THEIR REQUEST IS DENIED.

Name: _____ Year: _____ Major: _____ Minor: _____

Banner ID No. _____ email _____@friars.providence.edu

Phone No. _____

Any section of _____ / _____
Department (ACC/FIN/MGT/MKT) / Course #/Course Title

I only want the course if I can be put in the following section:

1st Choice _____ / _____ / _____
CRN # Department / Course #/Course Title / Course Section

2nd Choice _____ / _____ / _____ (Same course, different section)

3rd Choice _____ / _____ / _____ (Same course, different section)

IF THIS REQUEST IS APPROVED, IS THERE A COURSE THAT SHOULD BE DROPPED? NO YES

IF APPLICABLE, PLEASE NOTE THE CRN # OF THE COURSE THAT YOU WANT US TO DROP FOR YOU SHOULD YOUR REQUEST BE APPROVED.

DROP: _____
CRN # Department/ Course #/ Course Title

Reason you need to enroll in this course (EXAMPLES: COURSE NEEDED FOR GRADUATION THAT SEMESTER/YEAR, PRE-REQUISITE ISSUES THAT WOULD DELAY GRADUATION, HOLDS PREVENTING REGISTRATION)

The Undergrad & Grad Studies Dean's Office approves enrollment in an extra/6th course. The form can be obtained online and registration will be done by the Undergrad & Grad Studies Dean's Office and only on a "space available" basis following approval.

OFFICE USE

Override Pre-Requisite _____ in order to register for _____ CRN _____ Initials: _____

Date: _____ Staff: _____

Approved _____ Denied _____ Registered _____ Emailed _____