

NSHE #: _____

DATE: _____

COLLEGE OF ENGINEERING – FULL CLASS PRIORITY ENROLLMENT REQUEST

PLEASE PRINT CLEARLY AND COMPLETE ALL REQUIRED INFORMATION

NAME			
	LAST	FIRST	M.I.
PHONE #		E-MAIL ADDRESS	
MAJOR		SEMESTER FOR ENROLLMENT	

Please note – students should only use this form if the course below is needed to graduate this semester or the following semester. The advising center will only process this form and return to student to submit to the instructor if not taking the requested course will present a significant hindrance to the expected date of graduation. The student is responsible for clearly explaining the reason for the request in the space provided below. Again, if not taking the course does not significantly affect graduation; the request will be automatically denied by the advising center.

COURSE OR LAB: DEPT. _____ COURSE # _____ SECT # _____ CALL # _____

Have you taken or are currently enrolled in any or all of the prerequisites?

YES NO **(IF NO ATTACH A PREREQUISITE WAIVER FORM FOR SIGNATURE)**

Justification – to be filled by the applicant (if necessary use additional sheet of paper) – Why should you get a waiver to enroll in this full class? Once graduation requirement is verified by the Advising Center form will be returned to student to submit to the instructor and department chair for signature and approval. **Advisor signature is mandatory before instructor or department chair will review form.**

SIGNATURE and DATE

Advisor comments and approval (if necessary use additional sheet of paper) **Advisor signature is mandatory before instructor or department chair will review form.**

SIGNATURE and DATE

Instructor's comments and approval (if necessary use additional sheet of paper) **Advisor signature is mandatory before instructor or department chair will review form.**

SIGNATURE and DATE

Department Chair's comments and approval (if necessary use additional sheet of paper) **Advisor signature is mandatory before instructor or department chair will review form.**

SIGNATURE and DATE