NAZARETH UNIVERSITY

Office of Registration & Records • Smyth 1 • 4245 East Ave • Rochester, NY 14618
Phone (585) 389-2800 • Fax (585) 389-2612

UNDERGRADUATE STUDENT REGISTRATION PETITION

Last Name _____

First Name _____

Student ID _____

Phone Number _____

Class (FR, SO, JR, SR)_____

Major _____

Current GPA_____

Advisor _____

Email _____

↘ _____   _____
Student Signature   Date

Registration Petition Reasons (see approver codes in parentheses)

Adding a credit to a class (A, I) (must attach list of extra work required to earn the credit)

Course Subj.	Course #	Course sect.	Course instructor

Overload beyond 19 credits (A, CH)

Course Subj.	Course #	Course sect.	Course instructor

Time conflict (overlapping classes) (I - <u>BOTH</u> course instructors)

Course Subj.	Course #	Course sect.	Course instructor
Course Subj.	Course #	Course sect.	Course instructor

How much time do the two classes overlap? _____

Repeat a course more than once (A, CH)

Course Subj.	Course #	Course sect.	Course instructor

Rationale for repeat _____
_____

Undergraduate student taking graduate class(es) **(seniors only)** (A, GPD) **(student signature required below)**

Course Subj.	Course #	Course sect.	Course instructor
Course Subj.	Course #	Course sect.	Course instructor

I understand that if my combined graduate (with a limit of 6 grad credits) and undergraduate credits are between 12 and 19 that I will be billed at the flat full-time undergraduate tuition rate. If combined credits are less than 12, billing will be at the per credit undergraduate and appropriate graduate rate. Only students billed at the full time undergraduate rate will be eligible for Nazareth University Scholarships. Note that after week 1, there is no reduction in liability for students billed at the full time undergraduate rate who drop some but not all classes.

Student signature (only for request to take grad courses acknowledging above statement) _____

Department Permission Required (CH)

Course Subj.	Course #	Course sect.	Course instructor

KEY TO APPROVER CODES

A = Advisor   D = Dean   GPD = Graduate Program Director
CD = Core Director   I = Instructor   PD = Program Director
                                       CH = Department Chair

↘ _____   _____
Approver Signature   Date

↘ _____   _____
Approver Signature (*if needed*)   Date

↘ _____   _____
Approver Signature (*if needed*)   Date