

After all signatures are affixed, take to the Office of the Registrar for processing. Specific restrictions may apply. For Summer Terms only, undergraduate discounts may apply. Sponsored international students must contact their sponsor for specific exceptions. See college/department for additional information. **Late requests are not accepted.**

TERM FOR REGISTRATION

- Fall (16-week)
- Fall 1 (8-week)
- Fall 2 (8-week)

- Spring (16-week)
- Spring 1 (8-week)
- Spring 2 (8-week)

Date of request _____

- Summer
- Summer 1 (8-week)
- Summer 2 (8-week)

STUDENT NAME _____
Last First Middle

STUDENT ID NO. _____ MAJOR CODE _____ FLORIDA TECH EMAIL _____

<small>CRN</small>	<small>Prefix</small>	<small>Course No.</small>	<small>Course Title</small>
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By signing this form, the student and advisor acknowledge their responsibility to know start and withdrawal dates. The maximum course load in an 8-week term is two courses. Registration deadline for 8-week online courses is the Wednesday before the start of the term; 16-week deadlines are published in the academic calendar. **Late requests not accepted.**

JUSTIFICATION FOR REQUEST

Student Signature _____ Date _____

- My advisor has contacted the department offering the course(s) and has determined I've met the course(s) prerequisites and the course(s) meets my graduation requirements.

I am a sponsored international student. Yes No

Has your sponsor approved this course? Yes* No

(*A financial guarantee from the sponsor must be on file in Student Account Management; confirmed by signature below.)

Student Account Management _____ Date _____

Advisor Name _____

Advisor Signature _____ Date _____

Dean or Designee Name _____

Dean or Designee Signature _____ Date _____

Dean or designee signature not needed for Summer 1 or Summer 2 terms, or 16-week online courses.

FOR OFFICE USE ONLY

Processed By _____ Date _____