

**REGISTRATION EXCEPTION FORM**

updated 05/29/20 - sj

(for students who are not registering for the first term of their program)

Student Last Name		Student First Name		Student ID	
Program					

*I am seeking approval for the following registration exception(s) (please check all that apply):*

	<b>* ADD A CLASS AFTER ADD/DROP ENDS</b>	I am requesting to register for:							
			PREFIX	NUMBER	SECTION				
for the	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td align="center"><small>(FALL / SPRING / SUMMER)</small></td> <td align="center"><small>YEAR</small></td> </tr> </table>			<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>	term.			
<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>								
<p><i>I understand I am responsible for all tuition and fees for this course, including the late registration fee. The late registration fee is not applied in instances when a student has been instructed to re-register for an exam after the add/drop period ends (the student must request to add the exam before the end of the term in which you need to register for the exam and before the exam is due).</i></p>									
[REQUIRED APPROVALS: THE INSTRUCTOR AND YOUR PROGRAM DIRECTOR]									

	<b>* SECTION SWITCH AFTER ADD/DROP ENDS</b>	I am requesting to switch from:																	
			PREFIX	NUMBER	SECTION														
for the	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td align="center"><small>(FALL / SPRING / SUMMER)</small></td> <td align="center"><small>YEAR</small></td> </tr> </table>			<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>	term to	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td align="center"><small>PREFIX</small></td> <td align="center"><small>NUMBER</small></td> <td align="center"><small>SECTION</small></td> </tr> </table>				<small>PREFIX</small>	<small>NUMBER</small>	<small>SECTION</small>	in	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td align="center"><small>(FALL / SPRING / SUMMER)</small></td> <td align="center"><small>YEAR</small></td> </tr> </table>			<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>
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<small>PREFIX</small>	<small>NUMBER</small>	<small>SECTION</small>																	
<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>																		
[REQUIRED APPROVALS: THE INSTRUCTOR AND YOUR PROGRAM DIRECTOR]																			

	<b>* COURSE CLOSED</b>	I am on the waitlist for:							
			PREFIX	NUMBER	SECTION				
for the	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td align="center"><small>(FALL / SPRING / SUMMER)</small></td> <td align="center"><small>YEAR</small></td> </tr> </table>			<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>	term.	<p>I am looking for an exception to the waitlisting process and want to register for the course now. If granted permission via this form, I will be granted permission to register and will receive an automated email granting me permission to register.</p> <p>I understand I have to register via Self-Service within the allotted timeframe noted in the email or my seat may become available to another student. For classes that meet on campus, if approved, I understand my permission to register may be pending availability of actual seats in the classroom.</p>		
<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>								
[REQUIRED APPROVALS: DETERMINED BY PROGRAM; PLEASE CHECK WITH YOUR PROGRAM DIRECTOR; PLEASE NOTE IN MOST INSTANCES YOU WILL NEED TO WAIT UNTIL A SEAT BECOMES AVAILABLE]									

	<b>* COURSE RESTRICTED TO ANOTHER PROGRAM AND THE COURSE IS NOT PART OF DEGREE REQUIREMENTS</b>	I am requesting to register for:							
	<b>DO NOT USE THIS OPTION FOR COURSE SUBSTITUTIONS</b>		PREFIX	NUMBER	SECTION				
for the	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td align="center"><small>(FALL / SPRING / SUMMER)</small></td> <td align="center"><small>YEAR</small></td> </tr> </table>			<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>	term.	This course is a degree requirement, but is currently restricted to another program.		
<small>(FALL / SPRING / SUMMER)</small>	<small>YEAR</small>								
[REQUIRED APPROVALS: YOUR PROGRAM DIRECTOR]									

<b>*COURSE SUBSTITUTIONS</b>		I am requesting to substitute:			for
			PREFIX	NUMBER	
		in the degree requirements for my			degree.
PREFIX	NUMBER		LIST DEGREE		
If the substitution is an elective, please indicate what type of elective:					

[REQUIRED APPROVALS: YOUR PROGRAM DIRECTOR AND THE PROGRAM DIRECTOR OF THE COURSE YOU ARE ATTEMPTING TO ENTER]

**# IF YOU ARE ALSO SEEKING TO REGISTER FOR THE SUBSTITUTED COURSE INDICATED ABOVE, PLEASE COMPLETE THE FOLLOWING:**

I am also requesting to register for:				for the			term.
	PREFIX	NUMBER	SECTION		(FALL / SPRING / SUMMER)	YEAR	

[REQUIRED APPROVALS: YOUR PROGRAM DIRECTOR AND THE PROGRAM DIRECTOR OF THE COURSE YOU ARE ATTEMPTING TO ENTER]

<b>* PREREQUISITE OVERRIDE</b>		I am requesting to override the following prerequisite(s):					
			PREFIX	NUMBER	PREFIX	NUMBER	
for the following course				for the			term.
	PREFIX	NUMBER	SECTION		(FALL / SPRING / SUMMER)	YEAR	

[REQUIRED APPROVALS: PROGRAM DIRECTOR]

<b>*REGISTER FOR A COURSE IN ANOTHER PROGRAM THAT IS NOT A DEGREE REQUIREMENT</b>		I am requesting to register for:			
			PREFIX	NUMBER	SECTION
for the				term.	I understand this course will not apply to my degree requirements and financial aid will not cover the course.
	(FALL / SPRING / SUMMER)	YEAR			

[REQUIRED APPROVALS: PROGRAM DIRECTOR AND THE PROGRAM DIRECTOR OF THE COURSE YOU ARE ATTEMPTING TO ENTER]

<b>*REGISTER FOR MORE THAN 15 CREDITS IN A TERM</b>		I am requesting to register for:	
			ENTER NUMBER OF CREDITS
for the			term.
	(FALL / SPRING / SUMMER)	YEAR	

[REQUIRED APPROVALS: PROGRAM DIRECTOR]

<b>*OTHER (LIST EXCEPTION YOU ARE SEEKING BELOW):</b>	

[REQUIRED APPROVALS: DETERMINED BY YOUR PROGRAM; PLEASE CHECK WITH YOUR PROGRAM DIRECTOR]

## STUDENT INSTRUCTIONS

1. Complete the option(s) that fit what you are requesting.
2. Type your name and date on the STUDENT SIGNATURE line below.
3. DO NOT use/insert special, electronic, or formatted signatures. Please simply type your name in the box.
4. Please see the required approvals next to the option(s) you checked above.
5. Keep track of your form.
6. Your Program Director's approval is required for all exceptions requested and is the FINAL signature.

**7. Your Program Chair/Director must submit this form directly to the Office of the Registrar, via email, to registrar@adler.edu. Forms submitted by the student will not be processed.**

*Most exceptions on this form require an override or registration processing through the Office of the Registrar.*

<b>Student Name</b>		<b>Date</b>	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	

## ADMINISTRATOR INSTRUCTIONS:

1. Type your name in the box below.
2. DO NOT use/insert special, electronic, or formatted signatures. Please simply type your name in the box below.
3. Send the form back to the student, so they can obtain the remaining approvals.
4. The student's Program Director is the final approval and the Program Director must submit the form, via email, to the Office of the Registrar for processing.

<b>Instructor Approval</b>		<b>Date</b>	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	
<b>Instructor Approval</b>		<b>Date</b>	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	
<b>Advisor Approval</b>		<b>Date</b>	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	
<b>Other Program Director Approval</b>		<b>Date</b>	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	

## FINAL APPROVAL - PROGRAM CHAIR/DIRECTOR - REQUIRED FOR ALL REQUESTS

1. Type your name in the box below.
2. DO NOT use/insert special, electronic, or formatted signatures. Please simply type your name in the box below.
3. Forward form to the Office of the Registrar via email at registrar@adler.edu.
4. Please cc: the student so they are aware the form has been submitted to the Office of the Registrar.

<b>PROGRAM CHAIR / DIRECTOR APPROVAL</b>		<b>Date</b>	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	

**IMPORTANT: FORM MUST BE SUBMITTED BY THE STUDENT'S PROGRAM CHAIR/DIRECTOR TO THE OFFICE OF THE REGISTRAR VIA EMAIL, [REGISTRAR@ADLER.EDU](mailto:REGISTRAR@ADLER.EDU). FORMS LEFT IN OUR MAILBOX, FAXED, DROPPED OFF, OR SUBMITTED BY THE STUDENT WILL NOT BE ACCEPTED OR PROCESSED.**

