Alternative Format Registration Request:
PACE to Traditional Program

Students in the PACE Program wishing to enroll in courses in the traditional (daytime/semester) program should submit this form as an official request for consideration to be permitted to enroll in the course(s). Students should first work with their academic advisor to determine the appropriateness of enrolling in the course(s). Each request will be decided on a case-by-case basis.

Student Name: _________________________________ ID: __________________

Major:__________________________ Semester of Course Request: ________________

Student email: _____________________________________________________

Please complete the following steps to submit your request:

I. Complete the back of this form in its entirety and obtain your academic advisor’s signature in support of your request.

II. Submit this form to the Director of PACE at least (5) weeks before the class is scheduled to begin.

III. You will be notified at least two (2) weeks before the start of the course regarding your permission to enroll.

Drop, Refund, and Withdrawal Policy:
If approved, I understand that the PACE drop and refund policy applies to my enrollment in this course, and the traditional program withdrawal deadline applies regarding receiving the grade of “W” for the course.

__________________________________________ Date: ____________
Student signature

Required signatures:

__________________________________________ Date: ____________
Academic Advisor

__________________________________________ Date: ____________
PACE Director

Revised May 2014
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Requested Courses:
CRN: __________ Course ID: ___________ Section: ___ Time: ______________________
Course Title: _____________________________________ Instructor: ____________________
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Course Title: _____________________________________ Instructor: ____________________
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CRN: __________ Course ID: ___________ Section: ___ Time: ______________________
Course Title: _____________________________________ Instructor: ____________________

Rationale: Provide a brief statement explaining why it is necessary for you to enroll in the course(s) listed below. Should this be a course or requirement typically offered in the PACE format, explain why taking the course in the traditional program is necessary, how it will affect your progress toward your degree, and any other extraordinary circumstances necessary in the consideration of your case.
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