

**SCHOOL OF BUSINESS**  
**REQUEST TO BE ADDED TO CLOSED COURSE**

***PROCEDURE***

- Complete the form below in its entirety. Use one form per course.
- Bring this form to the Chair of the department for action. If the Chair is not available after two or three times, bring the form to Room 114. Ask staff member to date stamp your form.
- Incomplete forms will not be processed!
- If we can accommodate your request, we **will not** notify you. Please check TESS periodically to see if you have been added to the course.
- Continue to check TESS for any seats which may become available between now and the start of the semester and add the section yourself, if you find one that is available.
- Completion of this form is no guarantee that you will be admitted to a closed course. We will do our best to accommodate your needs.

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Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Course name & number: \_\_\_\_\_

Preferred section numbers (not call numbers) - **(We cannot guarantee placement in one of these sections):** Rank Order: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

Why do you need to take this course next semester? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

ACTION TAKEN	
<input type="checkbox"/>	Enrolled – Section:
<input type="checkbox"/>	Not enrolled – justification:
Signature:	Date: