



REQUEST FOR 500-LEVEL COURSES BY AN UNDERGRADUATE

The Graduate School has the responsibility of approving the registration of undergraduate students in 500-level courses for undergraduate credit. Undergraduate students should only be encouraged to take 500-level courses if they are qualified. Such request should only be made for superior students, those with 3.0 or higher GPA.

The following items are required for registration:

- (1) Approval from the director of the program offering the course
- (2) Approval from the instructor of the course
- (3) A registration form signed by the undergraduate academic advisor

Student will need to submit the approval form and the registration form to Amy Ramsey at gradregistration@siu.edu or, Graduate School, Student Services Building, Room 325. For questions, call 453-2969.

Student _____ ID _____

SIU GPA _____

SEMESTER	SUBJECT COURSE NUMBER	HOURS
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Program Director:

Please indicate why this course would be beneficial to the student

Program Director's Signature

Instructor's Signature

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Must be signed by the student and the undergraduate academic advisor.

COURSE REQUEST FORM
Student Copy

TERM	DAWG TAG					NAME				DATE
ADDRESS						PHONE NUMBER			EMAIL	
						DAY:				
						CELL:				
ACTION CODE	CRN	SUBJECT	COURSE	SECTION	GRADE MODE	CREDIT HOURS	LEVEL	DROP DATE MONTH DAY		COLLEGE/UNIT
										SITE
										OFFICE USE
TOTAL CREDIT HOURS						APPROVAL OF ACADEMIC DEAN REQUIRED FOR OVERLOAD, LATE ADD OF COURSE OR DROP FROM A CLASS OTHER THAN CURRENT DATE.				
ADVISORS SIGNATURE					DATE		GRADUATE SCHOOL DEAN SIGNATURE			DATE
STUDENT STATEMENT: in consideration of SIUC reserving space for me in class(es) listed above & subject to the enrollment conditions in the Schedule of Classes, I agree to maintain an accurate address to which a statement of my account can be mailed & to make prompt payment of all currently due accounts. I understand that failure to receive a bill does not relieve me of those responsibilities. I further understand that if I do not pay tuition, fees & other charges according to the payment plans described in the the Schedule of Classes, this registration may be cancelled.						MILITARY PROGRAMS STUDENTS: I agree to maintain an accurate address to which my statement of account will be sent and to promptly pay all charges. Failure to receive a statement does not relieve me of this responsibility.				
STUDENT SIGNATURE						DATE		STUDENT NAME (PRINTED)		