

SCHOOL OF BUSINESS - PROVIDENCE COLLEGE  
SPRING 2019 ENROLLMENT EXCEPTION REQUEST

**PCSB WILL ONLY ACCEPT EXCEPTION REQUESTS FOR CLOSED SECTIONS OF COURSES. STUDENTS MUST BE OF JUNIOR OR SENIOR STATUS AND MUST WAITLIST THEMSELVES ON THE PC CYBERFRIAR WAITLIST. ALL STUDENTS WITH HOLDS PREVENTING REGISTRATION SHOULD SUBMIT AN EXCEPTION REQUEST FORM.**

**RETURN COMPLETED FORM TO PCSB UNDERGRADUATE OFFICE IN RYAN CENTER 135. NO EXCEPTION REQUESTS WILL BE ACCEPTED AFTER MONDAY, NOVEMBER 26. SUBMISSION OF FORM DOES NOT GUARANTEE ENROLLMENT IN COURSE. STUDENTS SHOULD REGISTER FOR A COMPLETE SCHEDULE IN THE EVENT THEIR REQUEST IS DENIED.**

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Banner ID No. \_\_\_\_\_ Email: \_\_\_\_\_@friars.providence.edu

Phone No. \_\_\_\_\_

Any section of \_\_\_\_\_ / \_\_\_\_\_  
Department (ACC/FIN/MGT/MKT) / Course #/Course Title

I only want the course if I can be put in the following section:

1<sup>st</sup> Choice \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
CRN # Department / Course #/Course Title / Course Section

2<sup>nd</sup> Choice \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Same course, different section)

3<sup>rd</sup> Choice \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Same course, different section)

**IF THIS REQUEST IS APPROVED, IS THERE A COURSE THAT SHOULD BE DROPPED?  NO  YES**

IF APPLICABLE, PLEASE NOTE THE CRN # OF THE COURSE THAT YOU WANT US TO DROP FOR YOU SHOULD YOUR REQUEST BE APPROVED.

**DROP:** \_\_\_\_\_  
CRN # Department/ Course #/ Course Title

Reason you need to enroll in this course (EXAMPLES: COURSE NEEDED FOR GRADUATION THAT SEMESTER/YEAR, PRE-REQUISITE ISSUES THAT WOULD DELAY GRADUATION, HOLDS PREVENTING REGISTRATION)

\_\_\_\_\_  
\_\_\_\_\_

The Undergrad & Grad Studies Dean's Office approves enrollment in an extra/6th course. The form can be obtained online and registration will be done by the Undergrad & Grad Studies Dean's Office and only on a "space available" basis following approval.

OFFICE USE

Override Pre-Requisite \_\_\_\_\_ in order to register for \_\_\_\_\_ CRN \_\_\_\_\_ Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Approved \_\_\_\_\_  Denied \_\_\_\_\_  Registered \_\_\_\_\_  Emailed \_\_\_\_\_