INSTRUCTIONS:
1. Use this form when you cannot complete your registration via SU Online because of one of the above conditions.
2. To register, present this completed form to the Department offering the course by the add/drop deadline published in the University Academic Calendar.
3. The date this form is received by the Department is considered the effective date of the registration.
4. This form will not be processed if submitted past the add/drop deadline.
   For a current quarter, late add/drop by using a Petition to the Dean.
5. Undergraduate students cannot register for more than 18 credits. If this course will put you over, you must also drop a course.

Seattle U ID: __________________________________________ Phone Number: (______)________________ Area Code
Student Legal Name: __________________________________ SU Email: __________@seattleu.edu

Class Level: □ FR □ SO □ JR □ SR □ GR □ Post-Bacc □ Non-Matric
College or School of major: ___________________________ Major or Program ___________________________
Registration Term/Year (Fill in year): Fall ____ Winter ____ Spring ____ Summer ____

CLASS TO BE ADDED:

<table>
<thead>
<tr>
<th>SUBJECT &amp; NUMBER (ex: PHIL 3450)</th>
<th>SECTION NUMBER (ex: 01)</th>
<th>NUMBER OF CREDITS</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR NAME</th>
</tr>
</thead>
</table>

ALTERNATE IF ABOVE CLASS IS UNAVAILABLE:

<table>
<thead>
<tr>
<th>SUBJECT &amp; NUMBER (ex: PHIL 3450)</th>
<th>SECTION NUMBER (ex: 01)</th>
<th>NUMBER OF CREDITS</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR NAME</th>
</tr>
</thead>
</table>

GRADING OPTION (check one): □ Letter □ Audit □ Pass/Fail

CLASS TO BE DROPPED IF ABOVE COURSE PUTS TOTAL CREDITS OVER 18:

| SUBJECT & NUMBER (Ex: PHIL 3450): ___________ | SECTION NUMBER (Ex: 02): ___________ | NUMBER OF CREDITS: ___________ |

Student Signature: __________________________________ Date: __________________

If requesting permission to enter classes with a time conflict or to overload credits, you must complete a Petition to the Dean.

DEPARTMENT APPROVAL:

Processed by: ___________________________ Date: __________________
Problem: __________________________________
Student notified by emailed on: ___________________________