

Martin de Tours School of Management and Economics Special Request Form

Student Information

Advisor's name: _____ Student's name: _____ Student ID: _____ Tel. _____

Major: _____ Plan: _____

Request for Adding subject(s) Deleting subject(s) Advising Changing section(s) Registration

Enrollment Information for Semester _____ / _____

Course Code	Course Title	Pre-requisite subject(s)	Midterm & Final Exam Schedule	Modified course(s)			Obtain approval
				Add	Delete	Change Sec.	

I, hereby confirm that the conditions stipulated as follows have thoroughly been checked prior to my registration, and that none of the conditions will affect my study of or examination in the enrolled subject(s):

- Student's status and allowable credits as follows:
 - Cumulative GPA less than 2.00 allowed to register for 13 credits; CGPA of 2.00 to 3.24 allowed to register for 19 credits; CGPA 3.25 and over allowed to register for 22 credits.
 - Completion of the subjects' prerequisites.
 - No campus conflict.
 - No exam time conflict (Exam conflicts are allowed ONLY for graduating students).

Should there be any mistake identified thereafter, owing to my negligence of or my failure to comply with the aforementioned registration regulations, I am willing to accept the registration granted to me by the University.

Student's signature: _____

_____ / _____ / _____

Remark: Please attach the unofficial transcript and registration record with this form