



## Request to Enroll in Courses Outside of Curriculum

### Student Information:

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Academic Program/s: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_  
 Are you currently utilizing federal financial aid?  Yes  No

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Students who wish to take a course outside of their curriculum must receive approval in order to register for the courses. Courses outside of the curriculum are defined as courses which are not listed within a student’s curriculum progression or additional elective courses within an area which a student has already fulfilled.

Courses that are taken outside of the curriculum are not eligible for federal financial aid. Students using federal financial aid are required to discuss the financial impact of these decisions with the Office of Financial Aid.

### Course Information:

Course Number \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Section Number: \_\_\_\_\_ Credits: \_\_\_\_\_  
 Trimester to be Taken:  Fall  Spring  Summer 20\_\_

Please select the most applicable description of this request:

- This course is outside of my curriculum, but is required by a professional credentialing body (e.g.: NCEC/CHES)
- This course is outside of my curriculum, but I am interested in taking it for personal reasons.
- The course is listed as an elective option within my curriculum, but I have already satisfied the requirement.

### Justification for Request:

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

### Required Signatures:

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Chair 2 (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
 Financial Aid (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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**Processing Notes:** After the student fills out this form, the staff listed in the required signatures section will sign the form and forward it to the Office of the Registrar [registrar@muih.edu](mailto:registrar@muih.edu) upon completion. The Office of the Registrar will then register the student and notify the student of the course addition to their schedule. If the course is not approved for enrollment the department chair will notify the student.