



Office of the University Registrar
Grace E. Harris Hall
1015 Floyd Ave., 1st Floor
P.O. Box 842520
Richmond, VA 23284-2520
[Website: https://registrar.vcu.edu](https://registrar.vcu.edu)

Course Request Form

Student Information

Name:

Last: _____

First: _____

MI: _____

Student ID Number: _____

Semester Information: Fall Summer Spring Year: _____

Instructions:

1. Check the appropriate transaction box.
2. Select alternates for courses you are adding.
3. Course information may be found in the Schedule of Classes.

Course Request 1

Transaction Type: Add for credit Add for audit Drop Withdraw

Primary Course Information

Course Ref. No.	Subj.	Course	Sec.	Cred.

Alternative Selection

Course Ref. No.	Subj.	Course	Sec.	Cred.

Course Request 2

Transaction Type: Add for credit Add for audit Drop Withdraw

Primary Course Information

Course Ref. No.	Subj.	Course	Sec.	Cred.

Alternative Selection

Course Ref. No.	Subj.	Course	Sec.	Cred.

Course Request 3

Transaction Type: Add for credit Add for audit Drop Withdraw

Primary Course Information

Course Ref. No.	Subj.	Course	Sec.	Cred.

Alternative Selection

Course Ref. No.	Subj.	Course	Sec.	Cred.

Course Request 4

Transaction Type: Add for credit Add for audit Drop Withdraw

Primary Course Information

Course Ref. No.	Subj.	Course	Sec.	Cred.

Alternative Selection

Course Ref. No.	Subj.	Course	Sec.	Cred.

Course Request 5

Transaction Type: Add for credit Add for audit Drop Withdraw

Primary Course Information

Course Ref. No.	Subj.	Course	Sec.	Cred.

Alternative Selection

Course Ref. No.	Subj.	Course	Sec.	Cred.

Course Request 6

Transaction Type: Add for credit Add for audit Drop Withdraw

Primary Course Information

Course Ref. No.	Subj.	Course	Sec.	Cred.

Alternative Selection

Course Ref. No.	Subj.	Course	Sec.	Cred.

All students: I understand I will not receive credit for these courses if my academic eligibility is not established.

Graduate students: I am prepared to document that I meet the requirements and prerequisites from the listed graduate-level course(s) as outlined in the current graduate bulletin and understand that I may be removed from the course(s) if I am not qualified.

Special undergraduates: Special non-degree seeking undergraduates are limited to 11 credit-hours per semester.

Certification: I affirm that I have read and abide by the University Honor System Policy, University Code of Ethics, University Academic Regulations and Student Financial Responsibility Statement contained in the VCU Bulletins.

Further I affirm that I will abide by VCU policies pertaining to responsible conduct of research, including the protection of human and animal research subjects, and that I have completed or will complete relevant training required by VCU and appropriate sponsoring agencies. For more information visit www.research.vcu.edu.

Student Signature: _____

Date: _____

Office of the University Registrar Use Only

Date: _____

Initials: _____