CLOSED SECTION REQUEST FORM

*** Completing this form and meeting prerequisites does not guarantee you will automatically be put in the class! Use this form ONLY for courses beginning with the prefix BIOL or BCHS.

-- PLEASE TYPE OR PRINT CLEARLY --

Name and number of course requested (Specify Lecture or Lab) (ex. BCHS3201 Biochemistry Lab I):

_______________________________

Preferred Section in Order of Preference:

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Day and Time</th>
</tr>
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<tbody>
<tr>
<td>__________</td>
<td>__________</td>
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<tr>
<td>or __________</td>
<td>__________</td>
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<tr>
<td>or __________</td>
<td>__________</td>
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</tbody>
</table>

What is your major? ______________________

Your Classification (circle one) GRAD PB SR JR SO FR NON-UH

What is your anticipated date of graduation? _______________

Have you completed the prerequisites for this requested course? If you have not, you will not be placed in the course (and yes, we do check your Peoplesoft records): YES or NO

People Soft ID Number: ______________________

Name: ________________________________

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<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
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UH E-mail (note: responses will ONLY be sent to a UH e-mail address due to FERPA requirements for maintaining confidentiality of academic records. If you do not have a UH e-mail address, please go to room 116 Phillip Guthrie Hoffman (PGH) Hall to obtain one before submitting this form. Take your Cougar Card ID with you):

______________________________

Phone #: ________________________________

__________________________ Signature ____________________ Date __________

**Return the completed and signed form with supporting documents attached to: NSM Advising, Fleming Room 115**
IMPORTANT INFORMATION REGARDING
CLOSED SECTION REQUESTS

1. Your closed section request form must be completely, accurately, and LEGIBLY filled out.

2. Attach all supporting documents. These may include copies of official degree plans, a copy of your graduation application, a letter from your advisor, or your pre-professional studies requirements. Forms lacking the necessary documentation indicating that you must have this course this semester and cannot wait until the following semester may not be processed.

3. If the course you are requesting becomes available and you are able to register for it on your own, please do so.

CLOSED SECTION REQUESTS WILL BE CONSIDERED ACCORDING TO THE FOLLOWING PRIORITIES UNTIL SPACE IS GONE:

1. Biology and Biochemistry majors graduating in the current semester.

2. Students graduating in the following semester in which requested course (or alternative) are not available or no feasible options exist.

3. Students with special circumstances.

DEADLINES:

- Submit this form no later than the end of the first week of class.

- You will be notified via your UH e-mail as to the status of your request no later than the last day to add a class on the academic calendar.

BE CHECKING PEOPLESOFT DAILY IN CASE YOU CAN ADD YOURSELF TO THE COURSE!!!!