Department of Biology and Biochemistry

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 co	urse requested (Specify Lectu	re or Lab) (ex. BCHS3201 Biochemist	try Lab I):
Preferred Section in Ord	ler of Preference:		
Section Number	Day and Time		
or			
or			
	*********	*************	********
Your Classification (circ	cle one)? GRAD PB SR	JR SO FR NON-UH	
What is your anticipated	date of graduation?		
-	prerequisites for this requeste do check your Peoplesoft re	d course? If you have not, you will cords): YES or NO	not be placed in
*******	********	***********	*******
People Soft ID Number:			
Name:Last	First	Middle Initial	
UH E-mail (note: respo	nses will ONLY be sent to a Ulity of academic records. If yo	I'H e-mail address due to FERPA requ u do not have a UH e-mail address, pl e before submitting this form. Take yo	lease go to room
Phone #:			
Si	ignature	 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!!!!