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 course requested (Specify Lecture or Lab) (ex. BCHS3201 Biochemistry Lab I):

________________________________________________________________________

Preferred Section in Order of Preference:

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<th>Section Number</th>
<th>Day and Time</th>
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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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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 #:______________________________________________________

________________________________________________________________________
**Attach copies of your official degree plan or other documents that support your case.**

**Return the completed and signed form with supporting documents attached to:**

108A STL Science Teaching Laboratory Bldg.
9am-5pm.

**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!!!!