

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!!!!