Office of the Registrar
NTTC 2nd Floor 304.243.2238

COURSE PETITION

Please print all information in a clear and legible manner

SEMESTER: __Fall __Spring __Summer DATE: ____/____/____

STUDENT NAME: _____ WJU ID: _____

Please check the following box(es) that pertain to your desired action; you must attain the necessary signature(s) before your petition request will be processed!

☐ I am seeking to register in a course for which I LACK PRE-REQUISITE(S).

_____
Synonym # Subject Course# Section #
(ex. 7581 ACC-123 01)

_____
Instructor's Signature

_____
Synonym # Subject Course# Section #
(ex. 7581 ACC-123 01)

_____
Instructor's Signature

☐ I am seeking to register in a course/section that is CLOSED (at capacity).

_____
Synonym # Subject Course# Section #
(ex. 7581 ACC-123 01)

_____
Instructor's Signature

_____
Synonym # Subject Course# Section #
(ex. 7581 ACC-123 01)

_____
Instructor's Signature

☐ I am an under-graduate Day student seeking to register in an EVENING DIVISION COURSE (section "99's").

_____
Synonym # Subject Course# Section #
(ex. 7581 ACC-123 01)

_____
Signature of Ms. Becky Forney
Assoc. Dean, Professional & Graduate Studies

☐ I am an under-graduate Day student seeking to register in a GRADUATE LEVEL COURSE.

_____
Synonym # Subject Course# Section #
(ex. 7581 ACC-123 01)

_____
Signature of Instructor OR Department Chair related to the desired Graduate course

☐ I am seeking to register in a course/section that has a TIME CONFLICT with another class.

_____
Synonym # Subject Course# Section #
of class that causes the conflict

_____
Instructor's Signature

☐ I am an Under-Graduate Day student seeking to register for 18 or more credit hours but lacking a 3.0 GPA.

_____
Signature of Dr. Helen Faso, Associate Academic Dean

List the additional courses below for which you wish to register (Registrar's Office will do this manually):