On Time Registration Request for Exception

PARKLAND COLLEGE

Your chosen course must not yet have met.
The first meeting of an online course is considered to be 5:00 p.m. on the first day of instruction for a session

STUDENT INFORMATION

Last Name:		First Name:
Student ID#:		Email:
Phone Number:		Alt Phone Number:

COURSES REQUESTED

1. Course:	Section:	2. Course:	Section:

Example: XXX-000

3. Course:	Section:	4. Course:	Section:

REASON FOR REQUEST (check one of the following)

❐ Account Hold ❐ Class Cancelled ❐ Drop from UIUC ❐ Dropped for Non Payment

❐ Financial Aid ❐ Graduation Requirement ❐ Late Registration ❐ Per Department

❐ Schedule Conflict ❐ Student Error ❐ Other (please state reason) _____

PAYMENT INFORMATION

_____ ❐ I will use personal funds to pay for tuition/fees.

_____ ❐ I will sign up for a *Nelnet* deferred payment plan to pay for tuition/fees.

_____ ❐ I will use financial aid to pay for tuition/fees. _____ FA initials

By registering for classes at Parkland College, I assume financial responsibility for all charges billed to my student account. To avoid financial responsibility, if I decide not to attend, I must officially drop classes within the stated refund period. I understand classes are not automatically dropped for non-payment or non-attendance. I accept financial responsibility. I further understand that all decisions are final.

Student Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY

<u>COUNSELING INFO</u>   Counselor initials _____

Date: _____   Time: _____

			Holds Cleared: _____ _____
			Initials Date

Pre-Reqs met: ❐Yes ❐No   ❐Yes ❐No   ❐Yes ❐No   ❐Yes ❐No

Seats available: 1. _____/_____ 2. _____/_____ 3. _____/_____ 4. _____/_____

Course Seats   Course Seats   Course Seats   Course Seats

Class has met: ❐Yes ❐No   ❐Yes ❐No   ❐Yes ❐No   ❐Yes ❐No

NOTES: _____

Semester:	2018FA	❐ Granted:	❐ Denied:	
❐ STRK/RGN	Entered by:		Date:	
Deans Signature:		OK to Overload:	Date:	

❐ NO PROCESSING NEEDED