Please Read Before Completing and Submitting your Request

- We will offer open seats in IGM classes on the last day of the add/drop period for every term.
- We enroll students on a first come, first serve basis. When this form is submitted, we time and date stamp the form.
- The advising team will enroll students in open seats before 12:00 PM on the last day of add/drop.
- An advisor will e-mail you regarding the status of your request on the last day of add/drop. Please check your e-mail frequently.
- We STONGLY encourage you to have a full schedule and consider the IGM course request as a “back-up”.
- Keep an eye on the course you are requesting during the enrollment period. If the course you have requested closes please ensure you have a full course schedule.
- If multiple sections of a course fit your schedule, please include them in the request. You may attach additional forms if more space is needed.
- Submitting this form does not guarantee enrollment in the course.

Instructions:
This form is to be used by matriculated students at RIT with the desire to take a course from the IGM curriculum.

1) Fill out the form in its entirety.
2) Meet with the faculty member teaching the course to determine if you meet the pre-requisites and knowledge base required for the course. This does not pertain to IGME 101, 110 or 105 as these courses do not have pre-requisites.
3) After obtaining the professor’s signature, please return the form to the IGM office.
Student Information:

Name__________________________________________
University ID____________________________________
Academic Plan: _________________________________
Academic Program: _____________________________
E-mail__________________________________________
Phone #________________________________________

Course you would like to be added in to:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor Signature</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

If you would like this course to replace a class you are already enrolled in, please indicate below the course you would like to drop:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Course Title</th>
</tr>
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<tbody>
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Reason for Request (provide rationale for why you believe above course(s) should be approved):
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________

Student Signature______________________________________________________________

For IGM Staff Use Only:

Date submitted: ____________    Time submitted: ____________
Who accepted form from student: __________________
Student added to class: ______ yes   ______ no
If student was not added, reason why:
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________

Final 3/17/2016